



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: Budget Analyst

QUALIFICATIONS:

1. Bachelor's Degree in Business Administration, Accounting, or a related field
2. Knowledge of accounting, audit, and budgetary principles, practices, and procedures
3. Demonstrated ability to research, analyze, and compile financial data into a meaningful and useful format
4. Ability to understand, interpret, and communicate financial information
5. Ability to accurately prepare statistical, financial, and narrative reports
6. Knowledge of information and reporting data systems, basic programming ability, and demonstrated understanding of microcomputer systems such as Microsoft Office
7. Ability to understand goals and objectives for the District and the ability to communicate and/or teach other administrators
8. Valid Driver's License

PHYSICAL REQUIREMENTS: Light to Medium; Ability to sit and use a computer for long periods of time.

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Develops and maintains information systems to generate documentation for District's Annual Budget and Supporting Documents
2. Monitors District and School budgets for appropriate use of accounting and for availability of funds as well as provides progress reporting
3. Develops, installs, and maintains automated information systems that will enhance the efficiency and effectiveness of the District's Business and Finance functions
4. Assists both District and School level Administrators with budget, business information, and financial questions or problems
5. Provides technical assistance in development and evaluation of budgets for schools, support units, and special program areas
6. Analyzes expenditure reports, researches problems, and assists in correcting problems
7. Calculates and compiles data accurately and prepares detailed charts, graphs, reports, budget transfers, and amendments
8. Assists Schools and District departments with budget or financial questions, concerns, or transfers
9. Assists Budget Officer with the development and operation of project or center specific annual budgets
10. Designs, maintains, and oversees the automated input of Budget Data into the AS400 or equivalent to prevent manual input and keying errors
11. Designs, maintains, and operates automated reporting systems for a variety of functions including: Human Resource Personnel Lists, Program Cost Report, Quarterly sweeps of personnel/financial databases, and other required informational reports
12. Assists Payroll and Finance personnel in mass transfer or amendments
13. Assists in the automated input of new Salary Schedules to the information system to prevent manual input and keying errors
14. Performs incidental duties as assigned to assist the Business Division in meeting deadline and reaching goals and objectives
15. Works closely with other Business Division Administrators to develop and provide training for School and/or District personnel as needed

