

BARSTOW COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

CLASS TITLE: BUDGET ANALYST

BASIC FUNCTION:

Under the direction of the Vice President; Complete complex and technical budget analysis functions and administrative work, often exercising independent judgment; conduct budget and financial studies and make recommendations based on findings; serve as a resource for staff in obtaining reports and information from county financial systems; complete a variety of accounting duties in support of budgeting and financial reporting; coordinate annual inventory of all property and equipment owned by the District; serve as executive assistant to the Vice President of Administrative Services; serve as secretary to the Governing Board in the absence of the President's executive assistant; may serve as the Business Office Manager in the absence of the Business Office Manager; implement processes to ensure the proper functioning and information flow of the Administrative Services office.

REPRESENTATIVE DUTIES:

Complete complex and technical budget and financial studies; collect, compile and analyze budget related data and make recommendations based on findings.

Assist with detailed budget analyses including revenue and expense projections, five-year budget forecasts, and hypothetical budget scenarios.

Assist the Vice-President with coordination of the annual budget process; prepare reports and projections comparing multi-year budget process; prepare reports and projections comparing multi-year budget revenue and expenses; assist departments in determining costs for future needs; perform a variety of accounting duties in support of budgeting and financial reporting.

Assist the Vice President with analysis of revenues and expenditures throughout the fiscal year; monitor department budgets; confer with department representatives regarding budget allocations and mandated state financial reports; recommend corrective action for departmental budgets as needed.

Prepare financial data for collective bargaining negotiations.

Use county financial systems to prepare a variety of reports as required; serve as a resource for District staff in obtaining reports and information from the county financial systems.

Assist in monitoring and maintaining internal controls over financial processes. Conduct internal financial reviews as directed by the Vice President.

Reconcile revolving cash and cash clearing bank statements.

Classify cash transfers between the District and the County Schools Office.

Submit capital outlay project reimbursement claims to the California Community College Chancellor's office.

Submit mandated cost reimbursement claims to the state controller's office.

Serve as program administrator for Cal-Card purchasing program

Maintain District Chart of Accounts definitions.

Coordinate an annual inventory of all capital equipment items owned by the District.

Organize and complete varied and complex administrative duties for the Office of the Vice President of Administrative Services.

Serve as a liaison between the Vice President and District employees and the community as appropriate.

Assemble, prepare and distribute agendas, minutes and supplemental materials; attend a variety of meetings and record proceedings; prepare comprehensive official minutes; maintain official records of the minutes.

Serve as the initial contact for the Office of the Vice President of Administrative Services. Provide accurate information to employees and the community regarding rules, regulations, laws and policies concerning District Administrative Services.

Monitor and manage issues of special interest to the Vice President; exercise independent judgment concerning matters requiring the Vice President's attention to ensure timely action.

Conduct research and prepare reports for the Vice President; research records and obtain information for other offices and agencies as necessary.

Implement processes to ensure the proper functioning and information flow of the Vice President's office.

Maintain the Vice President's Calendar; schedule meetings and appointments.

Prepare post-secondary education data reports; distribute and collect various department reports to ensure timely return according to established procedures.

Assist in the preparation and dissemination of surveys and respond to surveys from other districts and agencies.

In the absence of the Executive Assistant to the President, assemble, prepare and distribute board agendas, minutes and supplemental materials; attend a variety of meetings, including board meetings and record proceedings; prepare comprehensive official minutes; maintain official records of Board minutes.

In the absence of the Human Resources Assistant, prepare agendas and take and transcribe minutes of collective bargaining negotiations and meet and confer sessions with classified and faculty bargaining units.

Operate a variety of office equipment including a computer terminal, fax, calculator, copier, telephone answering equipment, and others.

Perform other work related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Budget development process, fiscal policies, and controls.
District organization, operations, policies, and objectives.
Financial analysis and budget projection processes.
Fiscal research procedures.
Laws, rules and regulations concerning assigned budget analysis duties.
Applicable sections of State Education Code and other regulations.
California Community Colleges Chancellor's Office reporting requirements.
Research methods and report writing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.
Common office software, including word processors, spreadsheets, and presentation programs.

ABILITY TO:

Complete complex technical budget analysis functions.
Prepare, maintain and review District financial records, accounts and reports.
Develop expertise with county financial systems.
Develop spreadsheets for use in financial forecasts and budget development.
Develop presentations for distribution at Board and committee meetings.
Perform highly responsible administrative work, exercising independent judgment.
Assist in maintaining a positive image of the District throughout the community.
Reason logically, drawing valid conclusions and make appropriate procedural recommendations.
Analyze situations accurately and adopt an effective course of action.
Learn and apply laws, rules, and regulations involved in assigned activities.
Identify and obtain information from outside sources.
Plan and organize work.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written directions.
Work confidentially with discretion.
Work independently with minimal supervision.
Meet schedules and time lines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Associate's degree in business management or related field and four years of increasingly responsible administrative experience, or seven years experience. Experience in budget development is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer and standard office equipment; sitting or standing for extended periods of time; bending at the waist; reaching overhead, above the shoulders and horizontally to retrieve files and supplies; and hearing and speaking to exchange information on the telephone or in person.

CONDITIONS OF EMPLOYMENT:

A full-time (40 hours per week) management position. Placement on the Administrative/Management/Confidential Salary Schedule is Range 13. This position is not in any bargaining unit. This position is subject to evening hours and weekends.

Board approved: 02/24/10