CLASSIFICATION AND POSITION DESCRIPTION

BERKELEY UNIFIED SCHOOL DISTRICT Human Resources Department

TITLE	Budget Analyst II	REPORTSTO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Fiscal Services	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR HOURS	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range 67

OTHER DUTIES

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General accounting, budget and business functions of an educational organization

Preparation, review and control of assigned budgets and accounts

Preparation of financial statements and comprehensive budget reports

General theory and application of budgetary planning and control in a school system

Financial and statistical record-keeping techniques

Methods, procedures and terminology used in technical accounting work

Applicable laws, codes, regulations, policies and procedures

Financial analysis and projection techniques

Data control procedures and data entry operations

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Modern office practices, procedures and equipment

Operation of a computer and assigned software

Arithmetic computations

ABILITY TO:

Perform a variety of specialized financial accounting duties to assist in the preparation, analysis and maintenance of designated budgets

Evaluate and project annual income and expenditures to determine budget requirements

Maintain accurate financial and statistical records

Analyze financial data and prepare reports, forecasts and recommendations

Verify, balance and adjust budgets and accounts

Review, process, evaluate and verify a variety of budgetary and financial information

Identify, investigate and resolve financial errors and discrepancies

Assemble, organize and prepare data for records and reports

Reconcile, balance and audit assigned budgets and accounts

Interpret, apply and explain rules, regulations, policies and procedures

Compare numbers and detect errors efficiently

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Work independently with little direction

Meet schedules and time lines

Operate a computer and assigned software

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

BUDGET ANALYST II BUSDFinal

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard Seeing to read a variety of materials Hearing and speaking to exchange information Stting for extended periods of time