

JOB DESCRIPTION

FREMONT
UNIFIED
SCHOOL
DISTRICT

BUDGET ANALYST

Series: MGT
Code: BA

DEFINITION:

Under general supervision of Director, to assist in the overall production of the district budget. Responsible for accounting and budgeting of all Special Reserve funds. In the absence of the Director provides guidance and supervision to budget staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Depending on the assignment, duties may include but are not limited to the following.

1. General Fund Budget

- Supervise the use of the Budget Development Module to ensure that data being used is as accurate as possible.
- Supervise the use of SACS (Standardized Account Code Structure) Software, including the clearance of the Technical Review Checks
- Utilize QSS Report Writer to assist Director in identifying any problem areas that would affect the budgets
- Maintain and prepare the Multi-Year projections report in EXCEL to assist Director in developing the State MYP form
- Assist Director in completing State Supplemental Forms and Criteria and Standard Form
- Assist Director in completing the County Office Budget Assumption Report.
- Run final checks and tie final number throughout the budget package, including State forms and financial system.
- Provide analytical budget reports as requested and assist in preparing responses to questions raised by upper management, Board and County Office

2. Special Education Budget

- Supervise the development of the Special Education budget which includes projecting revenues, certificated and classified salaries, FTE positions and other related expenses.
- Review and analyze the cost impact of Requests for Personnel
- Incorporate SELPA budgets into the financial systems
- Maintains EXCEL spreadsheet to analyze AB602 revenue funding
- Provide an analysis of Special Education encroachment on General Fund reserves

3. Special Reserve Fund Budgets

- Supervise the accounting and budgeting, including the year end closing, of all Special Reserve Funds which includes Deferred Maintenance, Buildings, Capital Facilities, Lease Purchase, School Facilities and other Special Reserve Funds
- Supervise the review and analysis of requisitions and facilities change orders submitted by Facilities before converting to a purchase order
- Supervise payment of invoices as submitted by Facilities
- Enforce the withholding pf funds related to Stop Notices, liens and/or Court Order
- Supervise the production and development of data used in the Maximums-Fixed-Assets-System
- Communicate with escrow companies with respect-to the release of retention funds
- Monitor and prepare reports related to cash balances and investments held with outside entities
- Analyze, calculate and prepare Deferred Maintenance Match to be submitted to the County Office
- Monitor budgets and ensure the General Obligation bond funds are spent as approve by voters
- Prepare and assist in preparing reports to be used for the Citizens Bond Oversight Committee (CBOC)
- Coordinate with outside entities related to General Obligation Bond and certificate of Participation Rebate/Arbitrage Calculations
- Provide and assist in analyzing the data used in Sale of Site reports
- Supervise the preparation of State forms for all State Funded Projects
- Coordinate and communicate with the Office of Public School auditors related to State Funded Projects

4. Other Functions

- Maintain Long Term Debt Report
- Prepare and analyze Investment Reports
- Provide guidance related to Position Control System
- Monitor and develop budget for Fund 67 and Fund 51
- Provide guidance and act as resource for the interpretation of SACS Codes
- Keep current with State and County issued guideline, and read SC Bulletins for the latest information
- Prepares periodic financial and statistical reports required by upper management
- Reviews proposed budgets of new applications for categorical funds prior to approval by the Superintendent
- Serves as liaison between Business Services Department and various program managers in all matters dealing with special projects.

QUALIFICATIONS:

Knowledge of:

- Accounting and budgeting principals and procedures;
- Office methods, procedures and equipment;
- Operation of personal computers and financial software;
- Basic supervisory principals and practices;

Accounting related rules, laws, regulations and procedures of Federal and State categorically funded programs.

Ability to:

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Apply accounting and budgeting principles and procedures;
Make sound decisions regarding developing and implementing policies and procedures;
Plan, organize and direct the work of others;
Operate personal computers, adding, calculating, and other office machines
Analyze data, draw logical conclusions, and prepare comprehensive reports;
Maintain a high degree of integrity in the maintenance of financial records;
Establish and maintain cooperative working relationships with those contacted in the course of work;
Communicate effectively, orally and in writing.

Education: Equivalent to completion of a bachelor's degree with a major in accounting, business or related field. Additional qualifying experience as described below may be substituted on a year-for-year basis for the required education to a maximum of two years.

Experience: Two years of responsible accounting, budgeting, or statistical recordkeeping work.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement.

OTHER CONDITIONS OF EMPLOYMENT:

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Department of Justice background record, which is relevant to the position.

Ability to qualify for a fidelity bond.

N: 7/77

R: 3/80

R: 5/99

R: 1/07