



## SENIOR BUDGET ANALYST

Job Code: 974SBA  
Bargaining Unit: 06  
Effective Date: 12/15/2000

### Description of Work

#### General Statement of Duties

Performs highly responsible professional and supervisory work analyzing budgeting procedures to assure their compliance with standard accepted practices and in recommending and installing techniques and new procedures that will improve the operation of the school district's budget practices; and performs related duties as required.

#### Supervision Received

Works under the general guidance and direction of the Chief Budget Analyst.

#### Supervision Exercised

Exercises within the unit general supervision over professional and clerical workers.

### Typical Duties Performed

The listed examples may not include all duties performed by all positions in this class.

Makes presentations to officials, groups, and organizations relating to the status of various school district budgets.

Reviews and recommends administrative and fund transfer orders affecting the organization and operation of school district departments.

Conducts cost benefit analyses of departmental budget programs.

Reviews the budget programs and operations of departments in relation to projected goals.

Conducts classes and meetings with departmental personnel on matters involving budget preparation and analysis.

Provides school district departments with technical assistance in applying for, administering and evaluating grant programs.

Investigates the operations of school district departments with reference to organization, budgetary requirements and methods of keeping accounts.

Analyzes requested capital improvement projects' effects on the school district's annual operating and maintenance budget, and makes recommendations on them.

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### **Typical Duties Performed (continued)**

Makes recommendations concerning departmental budgetary problems.

Conducts special studies involving work measurement techniques, work process charts and work distribution charts.

Determines trends in data submitted in periodic reports, and develops forecasts based on established trends.

### **Knowledge, Skills and Abilities**

Working knowledge of modern principles and practices of large-scale governmental accounting and public financial administration.

Working knowledge of Grants-in-Aid program processes and procedures.

Working ability to relate established district-wide priorities with a recommended budget.

Working knowledge of site based budget methods.

Working ability to plan, direct, and coordinate work of associate staff members.

Considerable ability to initiate and maintain departmental relationships with other school district departments.

Considerable ability to assume direction of preparation of necessary reports from raw data.

Considerable ability to communicate effectively both verbally and in writing.

Considerable ability to exercise sound judgment, courtesy, and discretion in all contacts.

Considerable ability to act as a consultant to a department head on all matters relating to budgetary analysis.

### **Minimum Qualifications**

College graduation with a degree in accounting, business or public administration, economics or a related field and two years of experience as a Budget Analyst or School District Accountant 2 or equivalent. (No substitution for education.)