

# MONTEREY COUNTY OFFICE OF EDUCATION

## Budget Analyst

**Classification:** Classified  
**Salary Level:** 42  
**Work Year:** 12 Months

### **DEFINITION:**

This individual is responsible for performing budgetary functions for the Monterey County Office of Education (MCOE) with limited supervision. This position serves as a liaison between MCOE programs and various departments, district based programs, and state or federal offices providing assistance in budget and service agreement development and performs complex and responsible clerical accounting duties.

### **SUPERVISOR:**

Director II

### **POSITION SUPERVISED:**

None

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, abilities required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

### **ESSENTIAL DUTIES:**

- Serves as the primary resource for budget and service agreements; formulates budgets for centralized services in close conjunction with the Program Director
- Applies appropriate formula to determine funding for the program; analyzes and reviews submissions for accuracy of object codes and computations; makes corrections as necessary and prepares budget forms
- Routinely prepares revisions and amendments to budgets
- Develop reports for the purpose of extracting and summarizing budget and financial data from the financial system for management and Board of Education information and decision-making needs and for meeting mandated reporting requirements
- Maintains position control
- Maintains salary tables, employee benefit rates, calendars, stipend rates, and longevity schedules.
- Upload budget files to the financial system
- Review program budget numbers, object codes, income numbers, and balances for the purpose of maintaining chart of accounts and financial records in fiscal compliance with MCOE guidelines, policies, and procedures
- Make budget amendments as necessary and prepare budget forms
- Check availability of funds
- Reviews grant applications for the purpose of ensuring fiscal compliance with established regulations.
- Provide system and budgeting training to departments
- Recommend appropriate expenditure plans for all categorical programs and grants for the purpose of providing information and monitoring expenditures
- Provide fiscal oversight and guidance for all categorical programs and grants for the purpose of achieving MCOE objectives within the budget

- Process financial documents, materials, and data (e.g. budget detail, projections, report data, staffing units, etc.) for the purpose of disseminating information in fiscal compliance with established requirements
- Prepare a wide variety of documents (e.g. reports, budgets/accounting transactions, income and cost analysis, financial reports, correspondence, requisition, long-term debt schedules, etc.) for the purpose of providing complete and accurate documentation and/or audit trail
- Monitor a wide variety of financial information (e.g. position control, staffing units, salaries, benefits, etc.) for the purpose of maintaining an up-to-date trail for reference and ensuring fiscal compliance with established regulations
- Maintain a variety of manual and electronic files and/or records (e.g. cost analysis, payroll data, financial reports, budgets, etc.) for the purpose of maintaining an up-to-date trail for reference and ensuring fiscal compliance with established regulations
- Compile information for reimbursements
- Audit various accounts, records, programs for the purpose of identifying discrepancies, resolving problems and issue and/or ensuring conformity to State and Federal accounting requirements
- Implements policies and procedures for the purpose of providing services and in conformance with MCOE objectives
- Maintain long-term debt schedules
- Interpret and apply appropriate rules and regulations
- Assist in preparing SACS reports at adoption, interim revisions, and year-end-closing
- Assist in maintaining agreement listing/routing for approvals/copies for record
- Attend in-service, classes, workshops, conferences, etc. for the purpose of conveying and/or receiving information
- Comply with the Monterey County Office of Education Board Policies and Administrative Regulations

### **OTHER DUTIES:**

Performs other job related duties as required

### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office or district) and drive an automobile; physical strength to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

### **REQUIRED QUALIFICATIONS**

#### **Education and Experience**

- Any combination of education and experience equal to a Bachelor's degree from an accredited college or university with major course work in accounting, auditing, finance, economics, or business administration; and,
- Four (4) years of work experience in professional accounting and fiscal control work, preferably with school finance

### **Knowledge of:**

- Accounting procedures as they relate to various federal, state, local, and school district policies and regulations
- Budget preparation techniques
- Modern office procedures and practices, including filing systems, reception and telephone techniques, and letter and report writing techniques
- Effective use of computerized accounting, financial management, and management information systems

### **Skill and Ability to:**

- Operate standard office machines including computer and calculator with speed and accuracy.
- Read and interpret complex and technical reports, Federal and State laws, code requirements and procedures manuals
- Make arithmetical calculations with speed and accuracy, identifying and correcting errors in arithmetical calculations performed by others
- Determine steps or procedures to be used in a process
- Establish and maintain financial and accounting records
- Interpret and apply pertinent laws, rules and regulations
- Perform responsible accounting work using independent judgment and initiative
- Maintain records and prepare reports and summaries
- Communicate effectively in English both orally and in written form
- Understand and follow instructions without continuous supervision
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Independently perform assigned functions in an accurate, timely manner and exercise initiative in resolving problems related to these functions by referring to MCOE, school district, federal, state, and other local governmental policies and procedures and knowledge gained through experience
- File pertinent records alphabetically, numerically, chronologically and by subject
- Plan, organize, and prioritize work assignments to meet requirements and facilitate workflow
- Perform routine and repetitive work
- Attend meetings, conferences, classes and in-service training
- Train others in both a one-on-one and group setting
- Act in a professional manner at all times

### **LICENSES AND CERTIFICATIONS:**

- Valid California driver license plus evidence of insurability