

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Budget Analyst- Systems Applications	REPORTS TO:	Director, Budget Development
DEPARTMENT:	Finance	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	062 OTBS
REVISED:	July 12, 2011		

BASIC FUNCTION:

Independently perform high level and in-depth financial analysis; prepare standardized and specialized financial reports and analyses; assist with the development and implementation of systems and procedures.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Perform ad-hoc financial analysis as required; develop financial models, collect and evaluate data, make appropriate assumptions, analyze results and make recommendations. **E**

Perform complex analytical and technical tasks involving the position control system for budget development and preparation of reports. **E**

Prepare complex fiscal, statistical, and government reports. **E**

Develop complex spreadsheets and schedules for district-wide use; create complex database queries. **E**

Provide technical expertise, information and assistance to all levels of district staff regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise management staff of unusual trends or problems. **E**

Identify, research, and prepare evaluations on a variety of complex and diverse projects/problems (financial, operational, cost/benefit analyses, internal control and position control). **E**

Assist in the implementation and maintenance of position control system, processes and protocols. **E**

Assist in planning, organizing and implementing long and short-term programs and activities designed to develop programs and services. **E**

Participate in reviews of programs and systems development; perform feasibility studies and monitor system implementation plans. **E**

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned functions. **E**

Communicate with other departments and organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**

Act as a project team leader and assign, review, and approve the results of assigned tasks completed by others. **E**

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a bachelor's degree with a major in accounting, finance, business administration or a related field and three years of progressively responsible, directly related experience with a strong analytic and reporting background and solid experience with analysis and modeling. A master's degree is highly desirable. Knowledge of PeopleSoft is desired.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Microsoft Excel (macros, pivot tables, indexes, Solver) and database query at expert level proficiency.
Complex financial models and analysis.
Operation of standard office equipment including computers and related software applications.
Reading and writing English communication skills.

ABILITY TO:

Perform high level and in-depth financial analysis.
Develop complex spreadsheets and schedules at an expert level in Microsoft Excel; create database queries.
Work independently with little direction in a team environment.
Analyze complex administrative functions and information requirements.
Demonstrate leadership skills while working with diverse groups of people.
Balance competing priorities and multi-task.
Maintain impartiality and objectivity.
Gain cooperation and consensus through discussion and persuasion.
Influence others to work toward common goals.
Operate standard office equipment including computers and related software applications.
Communicate effectively orally and in writing to individuals and large groups.
Establish and maintain effective working relationships with others.
Plan and organize work to meet schedules and time lines.
Maintain records and prepare complex reports.
Train and lead the work of assigned staff.
Represent the department while exercising diplomacy, tact, and judgment.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT: Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.