

PERALTA COMMUNITY COLLEGE DISTRICT – December 2018

CLASSIFIED CONFIDENTIAL JOB DESCRIPTION

**PRINCIPAL BUDGET & FINANCE ANALYST
(Confidential Salary Range 46)
Job Code: 047**

CLASS PURPOSE

Under the direction of the Budget Director, The Principal Budget and Finance Analyst assists in all aspects of budgetary functions and other related responsibilities. This position assists in the preparation, maintenance, and monitoring of the District's budgets; analyzes data and provides budget information on matters associated with collective bargaining; assists in preparing budget reports and analyses to the District administration for decision making. Incumbent assigned in this classification is exposed to sensitive information with respect to employer-employee relations during negotiation process and is designated as Confidential classification.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Assists in the preparation, maintenance, and monitoring of the District's budgets.
- Maintains district-wide positions control system;
- Oversees the technical implementation of the budgeting process according to an established budget development calendar.
- Inputs and prepares detailed budget information, analyzing and identifying budget to actual variances for the current fiscal year, and identifying decision points for review by the Budget Director.
- Monitors expenditures and fiscal activities to assure appropriate use of funds and provides fiscal reports to Business Directors.
- Analyzes fiscal data and provides budget information on matters associated with collective bargaining.
- Interacts with administrators, staff, and committees to inform them of the status of current operations.
- Validates the availability of funds for transactions related to employment costs, vacancy savings, travel requests and budget transfers.
- Prepares manuals to train campus personnel on the preparation of budget materials, accounting procedures, and policies.

Job Description: Principal Budget & Finance Analyst

- Assists in balancing budgets in the District's financial management system, reconciling with Federal, State and local agency reports and appropriate finance team members.
- Devises and maintains control and summary accounts and effects on cash, revenue, and Financial Aid reconciliations with subsidiary ledgers and records.
- Analyzes accounting and reporting requirements of programs funded through a variety of sources including grants and establishes appropriate monitoring and accounting methods.
- Maintains accounting books and financial data, identifies causes of discrepancies, recommends corrective and preventative measures.
- Reviews accounting documents to ensure accurate information and calculations and makes original and correcting journal entries; examines supporting documentation for accuracy and completeness and to ensure proper authorizations; prepares and maintains general ledger and subsidiary accounting records.
- Reviews and assists in the development of changes and revisions to accounting systems and procedures affecting assigned area of responsibility.
- Assist grant/program managers with expense reclassifications, especially at year end close. Prepares appropriate accruals and deferred revenue entries at year end.
- Provides the Director of Fiscal Services and Budget Director with recommendations, and proposes policies and procedures to district staff regarding the budgeting and accounting functions;
- Establishes, updates and maintains budget and accounting procedures manuals;
- Analyzes account transactions; ensures fiscal documents are prepared and maintained in accordance with established requirements.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited college or university in accounting, business administration, or related field.
2. Five (5) years of experience in the preparation and maintenance of (public sector) accounting and budgetary records, including two (2) years at the Senior Accountant level; or an equivalent combination of training and/or qualifying experience that could likely provide the desired knowledge, skills and abilities to perform the duties of the position.
3. Knowledge of methods, procedures and regulations used in a community college district (or K – 12 school district) budget and accounting operations.
4. Knowledge of and ability to apply governmental accounting and auditing principles, practices, and procedures.
5. Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Office Suite, MS Word, Excel, Access and PowerPoint), personal computers and other standard office equipment including the Internet. Advanced excel proficiency preferred.

Job Description: Principal Budget & Finance Analyst

6. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

1. A Master's Degree from an accredited college or university in business, accounting or a related field, or a valid Certified Public Accountant (CPA) license.
2. Experience in California Community College and/or K-12 systems.
3. Ability to establish and maintain cooperative working relationships with those contacted in the course or work.
4. Ability to speak and write effectively.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Job Description: Principal Budget & Finance Analyst

Revised: N/A