

**IMPERIAL COMMUNITY COLLEGE
DISTRICT**

BUDGET ANALYST

DEFINITION:

Under the direction of an appropriate supervisor, the Budget Analyst is responsible for developing, maintaining, auditing, analyzing and reporting of the District's general unrestricted and restricted budgets. The Budget Analyst monitors and provides assistance in special grant funding to ensure compliance with use of grant funds and budgeting. Performs highly complex fiscal related work according to generally accepted accounting principles, established administrative procedures, departmental guidelines, and regulatory requirements.

EXAMPLE OF DUTIES:

- Maintains and processes transfers, budgets, journals and ledgers of income, expenditures and encumbrances.
- Conducts, prepares, and submits systematic and periodic reviews of various program and department budgets, preparing projections of variance to approved budgets.
- Prepares and audits a variety of financial, statistical and budgetary reports, statements, and records. Implements program budget revisions in accordance with designated specifications.
- Conducts financial, statistical, and operational studies of college operations and budgets. Prepares findings and recommendations for review.
- Analyzes and interprets legislative, state and federal directives. Coordinate and implement necessary recommendations with policies concerning budget accountability for funds operated by District or program.
- Analyzes budgeting and accounting record procedures to ensure system internal controls and compliance with regulatory requirements, Board Policies and Administrative Regulations.
- Prepares Federal, State and local revenue and expenditure budgets associated with categorical and fee-based programs. Review, develop, and maintain budgets; participates in preparing the periodic budget update document.
- Oversees, calculates, posts, audits and adjusts journal entries including year-end closing, account reconciliation, reporting, and auditing; monitors, evaluates and reconciles assigned accounts and budgets; updates accounts to reflect revenue and expenditures. Coordinates input of budget data.

- Manages and analyzes budget reports for auditing and internal controls. Evaluates budgets to ensure adequate funds exist prior to authorization. Forecasts short-term and long-term projections of revenues and expenditures.
- Serves as an information resource for budget enhancements.
- Creates and maintains the labor budget, provides labor budget information and projections, ensures proper account and coding for position control.
- Prepares and reviews claims for reimbursement to the state or federal government, or to local funding agencies, including the California Community College Chancellor's Office.
- Direct, evaluate, and assign staff.
- Performs other duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Budget development process, fiscal policies, and controls.
 District organization, operations, policies, and objectives.
 Financial analysis and budget processes.
 Fiscal research procedures.
 Laws, rules and regulations regarding California Community College budget controls.
 Preparing and presenting reports.
 Oral and written communication skills.
 Interpersonal skills using tact, patience and courtesy.
 Record-keeping techniques.
 Financial systems.
 Common office software, including Microsoft office.

ABILITY TO:

Complete complex technical budget and financial analysis.
 Prepare, maintain and review financial records, accounts and reports.
 Develop spreadsheets for use in financial forecasts and budget development.
 Develop and provide presentations.
 Perform highly responsible administrative work
 Exercise independent judgment.
 Plan and organize.
 Exercise good judgement and make sound decisions.
 Research information and apply knowledge.

Plan and organize work.
 Establish and maintain cooperative and effective working relationships with others.
 Meet schedules and time lines.
 Lead and manage assigned staff.
 Communicate effectively both orally and in writing.
 Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

EDUCATION AND EXPERIENCE:

Bachelor’s degree in business administration, accounting or related field and two years of related experience or Associates degree and four years of related experience or the equivalent.

WORKING CONDITIONS:

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

- 1. Seldom: Less than 25 percent
- 2. Occasional: 25 to 50 percent
- 3. Often: 51 to 75 percent
- 4. Very Frequent: 76 percent and above

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

STATUS/RATIONALE

This is a full-time, 12-month, non-educational administrator position, range 5. This position has direct responsibility for formulating and implementing policy of the College and the District. This position is subject to evening hours and weekends as needed.