

**SAN DIEGO CITY SCHOOLS**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Associate Budget Analyst	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Finance Division	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	050 OTBS
<b>REVISED:</b>	July 1, 2002		

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**BASIC FUNCTION:**

Perform continuous budgetary and accounting control over division budgets; prepare management reports containing recommendations; make budgetary and administrative studies of the policies, procedures, and operations of divisions or departments as assigned.

**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**

Advise and assist in the preparation of complex fiscal, statistical and government reports. **E**

Coordinate or make recommendations for the processing of accounting data. **E**

Review accounting practices and develop new procedures and reports. **E**

Maintain liaison between departments within a division and with the central budget office staff. **E**

Analyze, review, and make recommendations on budgetary and fiscal matters of assigned departments. **E**

Identify, prepare, and support necessary budget and expenditure transfers. **E**

Gather data and perform special studies and investigations on budget matters and various problems arising in connection with financial administration. **E**

Participate in the development of division budgetary plans and programs, including the making of recommendations for budget modifications. **E**

Work with central budget staff in the development of division budgets. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized college with a major in accounting, finance, business administration, or other directly related field, and two years of recent budgetary or accounting experience

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Application of budgetary analysis and accounting principles, systems, and procedures.  
Reading and writing English communication skills.

**ABILITY TO:**

Prepare financial statements and clear, concise written reports.  
Establish and maintain effective working relationships with all levels of management and staff.  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**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.

**DISTINGUISHING CHARACTERISTICS:**

Assignments include continuous budgetary study and control within a division and range in difficulty from moderate to complex. This class is expected to identify budget problems and make recommendations for budget transfers. It is distinguished from the next higher class of Budget Analyst in that the latter independently performs major budget and administrative studies which may cross division lines and provides technical assistance to lower level budget staff in divisions and departments.

NOTE: An incumbent in the job class of Associate Budget Analyst may be promoted to the next higher job class of Budget Analyst upon certification by the department head and approval by the division head that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.