

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: BUDGET ANALYST

### BASIC FUNCTION:

Under the direction of an area administrator, perform complex and technical budget analysis functions; conduct budget and financial studies, prepare reports, and make presentations and recommendations based on findings; serve as a resource for staff in obtaining reports and information for county financial systems; perform a variety of accounting duties in support of the collective bargaining process, budgeting, and financial reporting.

### REPRESENTATIVE DUTIES:

Conduct complex and technical budget and financial studies; collect, compile, and analyze data; prepare reports, make presentations, and recommendations based on findings. *E*

Assist the area administrator with daily monitoring and maintenance of district finances; maintain and review expenditure and income data. *E*

Prepare and maintain a variety of reports and records based on analysis of specific areas of budget, such as telephone and other utility costs, staff, and benefit costs. *E*

Assist the area administrator with analysis of revenues and expenditures to prepare monthly budget projections for the fiscal year; monitor department budgets and confer with staff regarding budget allocations; recommend corrective action for negative budgets and/or projected negative budgets for the fiscal year. *E*

Assist the area administrator with coordination of the annual budget process; prepare reports and projections comparing multiyear budget and expenditures; assist departments in determining costs of future needs following program review and other planning processes; perform a variety of accounting duties in support of the collective bargaining process, budgeting, and financial reporting. *E*

Utilize county financial systems, prepare a variety of reports as required, and serve as a resource for district staff in obtaining reports and information from the county financial systems. *E*

Survey and research budget analysis practices, procedures, and methods utilized by other colleges, private industry, and other agencies; make presentations and recommendations on best practices. *E*

## **Budget Analyst-Continued**

Operate a variety of office equipment including computers and applicable software programs. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Methods of monitoring and control.

Financial, statistical, and fiscal record-keeping principles.

Accounting and budget practices, procedures, and terminology used in the district.

Basic research methods and report writing techniques.

Laws, rules, and regulations concerning assigned budget analysis duties.

Financial analysis, research procedures, and projection techniques.

Principles and procedures of District budgeting and accounting.

Modern office practices, procedures, and equipment.

Operation of a computer and data entry techniques.

Interpersonal skills using tact, patience, and courtesy.

Correct English usage, grammar, spelling, punctuation, and vocabulary

#### **ABILITY TO:**

Perform complex technical budget analysis functions.

Prepare, maintain, and review district financial records, accounts, and reports.

Make recommendations based on findings.

Develop expertise with county financial systems.

Serve as a resource for district staff.

Communicate effectively both orally and in writing.

Operate a personal computer and a variety of applicable software programs.

Work independently with little direction.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in accounting, finance, business administration or closely related field, and four (4) years increasingly responsible experience in financial, accounting, or statistical record keeping.

### **WORKING CONDITIONS:**

Office environment; subject to constant interruptions.

Position requires viewing a computer monitor for extended periods of time, reaching to maintain files, bending, and standing or sitting for long periods of time.

## **Budget Analyst-Continued**

Incumbents are exposed to occasional contact with dissatisfied or abusive individuals.