

College of the Redwoods

Position Description

Position: Budget and Accounting Analyst (Confidential)	Position Number:
Department: Business Services	FSLA: Non-exempt
Reports to: Director, Administrative Services	Salary Grade: 120

Summary

Performs budget development and on-going administration. Coordinates and performs budget line item transfers. Performs a wide range of budget maintenance activities including collecting and providing accurate and timely information on expenditures influencing budget modifications, making account allocations, and gathering data for reports.

Distinguishing Characteristics

This is a para-professional or technical level position requiring specialized knowledge and education in municipal accounting practices, procedures, and techniques; and a working knowledge of the budget development and job control process. Advancement to this position requires a level of accounting knowledge equivalent to the attainment of an Associates Degree and a demonstration of competency in assembling budget documents, performing budgetary research, monitoring expenditures, and preparation of special reports.

Essential Duties and Responsibilities

- Organizes, facilitates, and assists others with the budget development process for the College by facilitating certain aspects of its preparation, administration, and execution. Advises Administrators on preparation and interpretation of budget items.
- Prepares line item transfers. Receives cost center budget changes and personnel requisitions, screening for correct coding, existing budget, and conformity to other College guidelines. After review and approval, performs data entry and follow up with the subject cost center.
- Reviews some expense requisitions for budgeted funding, analyzes and resolves discrepancies with department heads.
- Maintains the fiscal management files for grants and other restricted programs. Screens all incoming notices of grant awards for changes in budget, accounting, and reporting requirements. Advises the appropriate manager of changes or unusual circumstances. Assists in the preparation of monthly, quarterly and/or annual billings and reports. Tracks all receivables for restricted funds and subsequent collections.
- Enters pre-encumbered funds onto an automated accounting system using a data entry screen. Inputs data, performing calculations and account item transfers.
- Assists in the calculation of the financial effect of alternative plans for changes in district programs and activities including collective bargaining proposals. Assists in the adjusting and closing of the district's financial records and preparation of annual reports.

- Provides technical expertise to senior staff for budget/financial areas. Provides financial and budget analysis as needed by senior staff.
- Reviews financial reports for errors or unusual transactions or balances in accordance with established audit guidelines. Refers all exceptions for evaluation. Prepares journal entries and budget adjustment data entry documents as directed to correct or adjust the College's records.
- Provide assistance with closing of the books and annual budget roll.
- Assists in preparing budget-related presentation materials and financial reports for the Board and Administration.
- May provide technical support to departments accessing computerized accounting systems and databases that contain financial and statistical information.
- May perform special financial data gathering for items such indirect costs, special funds and special programs.
- With help from the Accounting Manager, interpret and apply appropriate accounting rules and regulations according to the State Education Code, Community College Budget and Accounting Manual, and Governing Board Policy Manual.
- Ensure that financial transactions are accurately and timely recorded in the District's books in accordance with GAAP, GASB, State Accounting Manual, and related Laws, regulations, and program restrictions.
- Coordinates, prepares, reviews, and compiles specialized accounting schedules and entries for financial recordkeeping to facilitate management analysis, annual closing of the books, and the annual financial audit. Assists the District in obtaining unqualified financial audit opinions.
- Recommends internal controls and maintains and reconciles ledgers and accounts. Manages the District's cash position.
- Plans, organizes, and coordinates financial reporting and system development including, performance reporting, financial database management, Ellucian information system testing, accounting controls, and audit support.
- Prepares elements of Federal, State and local financial reports as assigned.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires considerable procedural knowledge of the budget preparation, administration, and control processes. Requires a technical-level knowledge of accounting practices and procedures sufficient to perform journal entries and audit exceptions. Working knowledge of Federal, State and local laws and regulations applying to College financial operations. Requires sufficient communication skills to explain detailed technical information and orient administrators and staff in budget processes and

procedures. Requires skill at dealing with confidential information. Requires sufficient writing skills to prepare reports, often seen by the Board. Requires sufficient math skills to perform complex computations.

- **Abilities**

Requires the ability to perform the essential responsibilities and work tasks of the position. Must be able to prepare detailed analyses of budget-related issues and write reports that adequately communicate status. Must be able to organize and prioritize work in order to meet rigid schedules and budget timelines. Requires the ability to communicate and work with a wide range of contacts including senior administrators, Board members, and support staff.

- **Physical Abilities**

Requires sufficient visual acuity to recognize letters and numbers; sufficient hand-eye coordination to perform work on a personal computer keyboard and perform 10-key at an advanced rate.

- **Education and Experience**

Typically requires two years of college-level education in accounting or finance or equivalent, plus three years of relevant experience in municipal accounting, budgeting, or closely related field. Experience in a school business or accounting office is preferred. Additional experience may substitute for higher education. Bachelor's degree in accounting or related business field may substitute for the experience requirement.