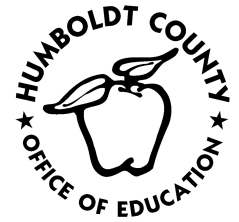


Humboldt County Office of Education

Budget and Accounting Analyst
Classified



Position Summary

Under general direction of the Chief Business Official performs specialized and technical services requiring full professional competency in financial, accounting and budgetary functions; serves as a resource and provides highly technical training to school district staff in areas concerning fiscal operations, procedures, legislation and policies; audits, analyzes, and monitors local education agencies budgetary and financial reports; utilizes and integrates data processing software for accounting functions; analyzes data processing systems and does related work as assigned.

Examples of Duties and Responsibilities

Coordinates and assists local education agencies (LEAs) in the preparation of Local Control Accountability Plans (LCAP), adopted budgets and interim reports in accordance with state adopted reporting standards; oversees county office school district fiscal oversight responsibilities under AB 1200 and the Local Control Funding Formula (LCFF) in accordance with current legislation; analyzes and tracks LEAs' fiscal status including cash flow, fund balances, assessment of categorical budgets for fiscal compliance, expenditure controls, revenue and expenditure projections, enrollment trends, capital projects, annual external audits and other types of fiscal stability indicators; assists in researching, interpreting and communicating to LEAs the financial implications of legislation on school district and charter school revenue sources; has the lead responsibility for the analysis of a variety of types of financial projections; maintains a current knowledge of state and federal reporting and compliance regulations as they relate to school district finance; maintains a current knowledge of all state software reporting applications related to school district finance; assists with the design, maintenance and implementation of related accounting systems and software; depending on assigned districts may be required to understand charter school regulations related to business operations, fiscal indicators, fiscal oversight and financial reporting requirements; assists Chief Business Official (CBO) in providing training and mentoring to school district and county office staff in areas of the Local Control Accountability Plan, budget development, budget updates, and budget monitoring; assists in the preparation of year-end financial reports; assists or prepares reports meeting local, state and federal requirements; leads or assists in conducting workshops which disseminate information regarding state reporting, compliance and software; works with and assists the district and county office independent auditors; may be required to coordinate contract services for external budget and financial services and provide support to the Humboldt Del-Norte SELPA; does related work as assigned.

Employment Standards

Education and Experience

High school graduation or equivalent; Bachelors of Arts (BA) degree from an accredited college or university in accounting, business management or related field or the equivalent in related additional experience and education beyond high school; demonstration of not less than four years of increasingly responsible experience in school business functions and operations or comparable experience in accounting or financial record keeping.

Budget and Accounting Analyst - Job Description

Page 2 of 2

Knowledge of:

- Principles and practices of K-12 school accounting, finance and reporting requirements;
- Complex accounting principles, financial analysis and projection techniques;
- Budget preparation and control;
- Audit procedures;
- Preparation of financial statements and comprehensive accounting reports;
- The Education Code, Government Code and California Code of Regulations as they pertain to school finance;
- The methods, practices and terminology used in manual, semi-automated and automated fiscal record keeping;
- Accounting software and related technologies;
- Oral and written communication skills;
- Trends, innovations, and practices in both microcomputer and networking technology, including hardware, software, and peripherals.

Ability to:

- Perform highly responsible and technical accounting, audit, and fiscal record management and reporting functions;
- Analyze financial data detect and correct errors;
- Make recommendations regarding improved procedures, including training programs and technologies;
- Audit the work prepared by other school personnel;
- Follow written and oral instructions;
- Perform complex projects independently and professionally;
- Meet schedules and time lines;
- Present complex technical information to individuals, small and large groups effectively and with desired learning results;
- Professionally represent the office to other schools, businesses and agencies as necessary;
- Adjust to changing work demands, including, but not limited to: changes in procedures, technologies and fluctuations in work flow.
- Communicate effectively orally and in writing and one-on-one in large group settings;

- Establish and maintain cooperative and effective working relationships;
- Lead the work of assigned department personnel;
- Work with computerized accounting and data storage and retrieval systems
- Communicate effectively with and offer technical assistance in fiscal areas to district and other management personnel.

Additional Requirements

Individuals who serve as the Budget and Accounting Analyst provide services in the office, as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing and the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted time frames are critical factors for success in this position.

Range: 54

Personnel Commission Approved: 9/4/2015