



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION BUDGET ANALYST

DEFINITION:

Under the supervision of the Executive Director – SELPA and Special Education, this position is responsible for the oversight of daily and long-range fiscal functions of all Special Education Local Plan Area ("SELPA") programs and services, including the operations of the Special Schools and Services Department of the Tehama County Department of Education. This position requires a high degree of organizational, planning, EXCEL spreadsheet, and accounting/business skills. The position involves analytical, interpretive, and communication activities, in a computerized reporting environment.

ESSENTIAL DUTIES AND JOB FUNCTIONS:

- Maintain the distribution model of special education funding utilizing EXCEL spreadsheets and other special education and financial reports as needed.
- Maintain financial data utilizing, EXCEL spreadsheets, for billing districts for SELPA provided services, including distributing and billing for excess costs (Billback).
- Prepare and monitor program budget during the fiscal year and provide alerts if budget is overspent or revenues are not received as expected. Review all requisitions for appropriate account numbers, object classifications and approvals.
- Perform a wide variety of accounting functions.
- Maintain accurate records for reporting various financial information.
- Communicate with school districts regarding financial matters of the SELPA.
- Coordinate the collection and preparation of financial reports required by the California Department of Education.
- Direct and/or prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities.
- Establish and maintain various reporting systems.
- Facilitate the billing process for the Medi-Cal Local Education Agency.
- Prepare the Medi-Cal Administrative Activities billing.
- Assist with establishing and maintaining systems of accounts, transactions and record-keeping which comply with the state accounting manual for use by school districts and the county superintendent.
- Evaluate accounting and budgeting systems and recommend procedural and policy changes.
- Coordinate attendance record keeping for county run special education programs.
- Attend and conduct a variety of trainings and meetings as assigned.
- Participate on special projects as directed and perform related duties as assigned.
- Drive occasionally for department business.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree in business, accounting, public administration or related field.
- Any combination of experience and education with increasingly responsible experience in public accounting or school business administration with at least four (4) years at a management level in a complex computerized environment.
- *Preference will be given to applicants with experience in school auditing, business administration and school business administration.*

KNOWLEDGE OF:

- EXCEL spreadsheets, including linked spreadsheets.
- School budgeting, accounting, reporting, auditing, and business procedures and operations.
- Standardized account code structure and the California School Accounting manual.
- Board policy and administrative regulations.
- State and federal time lines and processes.
- Budget preparation and control.



Tehama County Department of Education
Job Description
Budget Analyst

- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures related to a variety of financial areas.
- Demonstrate the use of effective organizational skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Maintain confidentiality.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Operate the financial software system.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Manage or participate in technical and administrative decision-making and problem-solving.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only	
Created: <u>June 28, 2018</u>	Revised: _____
APPROVED	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: 	_____
Date: <u>6/28/18</u>	_____