JOB DESCRIPTION

TITLE: Budget Analyst

DEPARTMENT: Trades & Support SECTION: Administration

REPORTING RELATIONSHIP:

Reports to: Director of Trades & Support

Supervises the following positions: Not Applicable.

DEFINITION: The primary purpose of this position is to serve as the Budget Analyst for the Trades & Support department, accomplishing budget formulations, trend analysis, and evaluations of all Trades & Support department funding requirements. In addition to managing the Group’s annual operations budgets, this position performs a variety of highly responsible professional level duties in support of the Trades & Support Department including performing complex financial analysis. Work is performed with considerable independent judgment, under direction and supervision of the Director of Trades & Support. Work is performed in cooperation with other district departments.

ESSENTIAL FUNCTIONS:

1. Formulates annual maintenance operating budgets for incorporation into the overall department’s annual financial plan. Analyzes budget needs for all divisions, taking into consideration the interrelationships of all programs, activities, and special functions.

2. Evaluates trends and operating costs which are used in projecting future commitments and obligations. Analyze completeness, accuracy, and reasonableness of all Trades & Support operating budgetary information.

3. Develops and issues guidance to, and coordinates with crew chiefs in the development of quarterly and annual maintenance operating budgets and budget estimates. Reviews, edits and consolidates maintenance operating budget estimates to ensure compliance with rules, regulations, and procedures. Prepares or edits narrative justifications for projected funding needs.

4. Reviews all Trades & Support budgets to determine needs to ensure funding allocations are adequate to meet all projected requirements. Analyzes budget shortfalls and develops recommended programming changes/modifications to be presented to the Department Head for approval.

5. Performs in-depth, rigorous analysis of maintenance operating budget requests received from the Trades & Support supervisors by employing techniques such as cost-benefit analysis, program trade-offs and exploring alternative methods of funding. Develops recommendations for budgetary adjustments to support unanticipated changes in program operations or funding.
ESSENTIAL FUNCTIONS (Cont.):

6. Monitors the use and rate of expenditure of all Group operating funds through continuing dialogue with all supervisors and review of written documents and records. Develops, performs and monitors internal control programs and procedures to identify potential over or under-obligations of maintenance operating funds. Prepares input on recommendations on internal control adjustments to the Director of Trades & Support.

7. Gathers and analyzes budgetary data to prepare a variety of recurring and nonrecurring maintenance operating budget related reports required by the department. Applies accounting principles ensuring that all ledgers and documents are properly reconciled. Responsible for monthly and quarterly input of reports, ensuring the accuracy of combined reports to higher headquarters.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California operator's license. Department of Motor Vehicles driving record may influence employment or classification.

Education and Experience: Bachelor’s Degree from an accredited College or University with major course work in Finance, Accounting, or related field, including advanced accounting, public or business administration, cost accounting, and a minimum of one year’s experience in utility auditing, rate preparation, or financial analysis.

Knowledge of: - Comprehensive knowledge of finance and government accounting theory, -concepts, procedures, techniques, budgetary controls; - Knowledge and implementation of cost analysis and cost accounting principles; - Principles, concepts and current practices used in determining rates and charges for services; - General practice of statistical and mathematical analysis; - Capabilities and functional applications of PC computer software, such as Excel, Word, and Power Point.

Abilities: - Understand and interpret the rules and procedures relating to the accounting and bookkeeping functions of the District - Prepare financial reports and maintain ledgers and journals - Independently perform various financial record keeping assignments - Analyze journals, ledgers and accounting records to determine validity of entries. - Establish and maintain cooperative relationships with those contacted - during the course of work.
PHYSICAL REQUIREMENTS:

1. Driving: Minimal.
2. Sits for prolonged periods of time
3. Operate a computer work station

See Human Resources for physical assessment form.