

BUDGET ANALYST

Classification:	Classified
Salary Range:	36
Retirement Type:	PERS*
Board Approved/Revised:	May 20, 2026

BASIC FUNCTION:

Under the direction of an assigned administrator, performs complex and technical duties in support of budget development, monitoring, analysis, and reporting. This position assists in the development and coordination of budgets for various campus departments; monitors budget activity; prepares and processes budget transfers; generates and distributes financial reports; and provides technical guidance on budget processes, policies, and procedures. This position performs complex financial and budgetary analysis across multiple funding sources, including forecasting, variance analysis, and evaluation of budget performance beyond routine transactional functions.

SUPERVISION:

Receives general supervision from an assigned administrator or designee. This position does not directly supervise other employees but may provide functional guidance, policy interpretation, or support to other staff and student workers as needed.

REPRESENTATIVE DUTIES:

- Provides technical and analytical support for budget preparation and ongoing budget monitoring, including variance analysis, projections, and reporting across unrestricted, restricted, grant, and categorical funds.
- Assists with the development, coordination, and preparation of budgets; compiles, prepares, and distributes recurring and ad-hoc budget reports, documents, and schedules.
- Reconciles revenue and expenditure budgets. Conducts mid-year and annual reviews of budget information; performs comparative variance analysis.
- Summarizes and coordinates the input of budget and financial data into the District's financial systems. Monitors budget activity to ensure expenditures do not exceed appropriations.
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- Analyzes and reconciles accounts. Prepares and reviews budget transfers for accuracy and appropriateness. Informs direct supervisor of unusual activity.
- Organizes, researches, and compiles financial data.
- Ensures accuracy of reports and supporting documentation for audits, compliance requirements, and internal decision making.
- Assists with preparation of federal, state, and local financial reports.
- Assists with creating and updating accounting-related procedures and process guides for various activities. Serves as a technical resource to faculty, staff, and administrators regarding budget development, policies, and administrative procedures.
- Provides training to departments on budget development and preparation. Assists in identifying and resolving budget issues, including errors, discrepancies, and misalignments with established guidelines. Provides recommendations for process improvements and efficiencies in accounting operations.
- Routinely accesses and utilizes a personal computer using standard business software including word processing, spreadsheets, and accounting programs.
- May serve as a backup to help maintain a campus-wide position control system and update job codes and position assignments, as needed.
- Performs other related duties as assigned or requested.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

- Principles, procedures, practices, and theories of accounting, auditing, finance, and budget preparation.
- Knowledge of District organization, operations, policies, and objectives.
- Knowledge of public sector budget practices, procedures, and techniques.
- Knowledge of applicable laws, regulations, and union agreements applicable to recording, reporting and reconciliation of financial transactions.
- Knowledge of statistical and forecasting methods and terminology used in accounting, auditing, and budget analysis.
- Knowledge of technical methods of data organization, collection, research, and reporting.
- Knowledge of various federal, state, and local laws, ordinances, regulations, and policies affecting the accounting and financial systems of the District.
- Knowledge of fund accounting and allowable fund usage between restricted and non-restricted funding sources.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Abilities/Skills:

- Ability to apply budgeting practices, principles, and procedures to assigned work.
- Ability to review, identify, and verify budget data and resolve discrepancies (e.g., errors, variances, coding issues).
- Skilled at preparing clear and concise budget and financial reports.
- Ability to make recommendations that present information clearly, logically, and persuasively.
- Ability to lead, facilitate, and collaborate with others in the development of projects and initiatives with multiple stakeholders.
- Skilled at organizing work and setting priorities.
- Skilled at exercising tact and diplomacy at all times.
- Skilled at using financial computer systems and spreadsheet software to input, edit, and extract data and information (e.g., ERP systems, Excel).
- Ability to follow departmental procedures, District policies, and other regulatory requirements.
- Ability to learn and apply emerging technologies and advances to perform duties in an efficient, organized and timely manner.
- Ability to communicate technical budget information to non-financial employees with discretion, tact, professionalism, and accuracy.
- Ability to train others and provide technical guidance regarding complex budgetary concepts.
- Ability to work independently with little direction.
- Ability to maintain confidentiality of District files and records.
- Ability to meet schedules and deadlines, and to complete work efficiently with many interruptions.
- Ability to work cooperatively with students, staff, faculty, and visitors in a professional manner.

EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting, finance, statistics, business administration or related field and 4 years increasingly responsible experience in budget preparation and analysis, financial analysis, accounting, fiscal, or budget-related work experience; OR

Two (2) years of college-level accounting courses and eight (8) years increasingly responsible experience in budget preparation and analysis, financial analysis, accounting, fiscal, or budget-related work experience.

WORKING CONDITIONS:

- Dexterity of hands and fingers to operate a keyboard.
- Exchange information in person and on the phone.
- Sit for extended periods of time.
- Lift and carry up to 25 lbs.
- Move from one work area to another as needed.
- High volume telephone and email usage.
- Extensive computer work.

** Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*