

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
JUNE 2023

**CAMPUS BUDGET ANALYST
JOB DESCRIPTION – CLASSIFIED**

POSITION OVERVIEW

Under general direction performs a variety of complex and technical accounting tasks in the analysis, maintenance and auditing of the college's general funds and the Foundation; Analyzes and prepares financial statements and special budget reports; communicates results for the tentative, proposed, and adopted budgets; Reconcile and prepare the Foundation investment reports and annual tax returns with bookkeeping agency and the Foundation Treasurer; assign staff to assist administrators with new account requests; Review and validate data on Account Transaction Forms for deposits and disbursements; Coaches and provides accounting and budget assistance to other staff or accountants; and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

1. Coordinates with district staff and assist Vice President of Administrative Services in budget preparation, implementation, and maintenance;
2. Reviews and analyzes expenditures to assist with tentative, proposed, and adopted budgets;
3. Researches, compiles, and makes budget recommendations or adjustments;
4. Reviews and monitors the college's general funds; calculate salaries and benefits to fund positions requested by Fiscal Services, and cover negative balances;
5. Researches and prepare special Ad-hoc reports or financial analysis for college Cabinet;
6. Prepares reports and Power-point presentations for Budget Committee meetings;
7. Validate accounts and approves budget revisions and expenditure transfers; Assist department staff with budget allocations or transfers and other accounting issues;
8. Assist other department staff in the creation and proper account strings for New Account Requests or to calculate salary placements;
9. Provides accounting and budget assistance in Special Funds;
10. Provide budget performance reports to Cabinet, President, College Council, Budget Committee, and Planning Institution and Effectiveness.
11. Analyze and compiles budget projections to assist with the preparation of tentative, proposed, and adopted budgets.
12. Meet with administrator on a regular basis to plan, develop, and implement effective programs and support services for general fund and special programs.
13. Review and prepare the Santiago Canyon College Foundation's financial statements for Board meetings;
14. Communicate with the Foundation's Treasurer regarding financial statements and reconciliations;
15. Coordinate with Bookkeeping agency to clarify and prepare the Foundation's investment reports;
16. Review and validate data for Account Transaction Forms;
17. Coordinate with auditor to provide tax data and prepare various schedules for the Foundation annual tax return;
18. Serves as contact person for the college to coordinate, communicate, provide, and upload audit information.

CAMPUS BUDGET ANALYST (CONT'D)
JOB DESCRIPTION – CLASSIFIED

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Vice President of Administrative Services.

KNOWLEDGE AND ABILITIES

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and Governmental Accounting and Auditing Standards (GAAS), California Budget and Accounting Manual, the California Education Code, theory and practices; budget and financial record keeping, data processing and report procedures; budget and grant administration; methods and techniques of cost analysis; auditing practices and procedures; computerized accounting systems, spreadsheet software applications and business math; English usage, spelling, grammar and punctuation; principles of management, supervision and training.

Ability to:

Work independently with minimal supervision; maintain general funds and assist in preparation of departmental and campus budgets; prepare clear and comprehensive financial reports or specialized budget reports. Perform advanced, complex accounting work;; collect, analyze and evaluate financial data related to complex functions and operations; plan, organize and complete assignments with a minimal amount of detailed instruction; design and conduct research projects of moderate difficulty, and generate clear and concise reports; understand and carry out oral and written instructions and communicate with other departments and organizations; develop and provide oral and written presentations, reports and training as requested; develop and implement recommendations regarding work procedures; direct the work of other staff or accountant and provide training as needed.

MINIMUM QUALIFICATION

Required Training and Experience

Any combination of education and experience equivalent to a bachelor's degree in accounting, business or finance; and four years of increasingly responsible accounting experience.

Desirable Qualifications

Financial accounting experience with grants and budget, Experience in governmental or fund accounting, Proficiency in Microsoft Excel.

Board Approved: June 12, 2023