

DESERT COMMUNITY COLLEGE DISTRICT

BUDGET ANALYST

BASIC FUNCTION

Assists in the planning, coordination, development and maintenance of the District's budget; formulates, maintains, and verifies complex financial, statistical, and budgetary analysis of the District's resources; performs a variety of quantitative and qualitative analytical tasks; maintains and monitors position control for the District.

SUPERVISION RECEIVED

Receives supervision and direction from the Director, Fiscal Services or Area Supervisor.

REPRESENTATIVE DUTIES

1. Assists in the planning, coordination, development, and maintenance of the District's annual tentative and final budgets for all resources in accordance with the District budget allocation model; inputs data into the District's financial database; performs financial projections; and maintains current and historical data, including funding allocation formulas and spending patterns.
2. Maintains position control to track permanent, vacant, and new positions; monitors permanent salary accounts for salary savings; prepares reports related to salary and benefit costs.
3. Prepares documents for Board of Trustees presentations.
4. Assists in reviewing and evaluating all District budget and expenditures for accuracy/appropriateness; reviews and researches journal entries and adjustments; processes District budget and expenditure transfers; develops and maintains budget controls; monitors budget items and provides recommendations on budget allocations.
5. Performs high level problem solving, forecasting, and statistical and trend analysis of financial data and use of funds for the operating budgets of facilities, restricted funds, personnel, special revenue sources, and self-insurance funds; recommends adjustments in program spending.
6. Maintains general knowledge of grant contractual provisions and requirements; advises and collaborates with grant program directors as necessary; assists with the establishment of grant budgets; monitors revenue and expenditures; assists in the reporting and billing process; develops reporting mechanisms and tools.
7. Assists in preparing, maintaining, and auditing a variety of financial and statistical reports, statements, and records related to assigned funds and accounts; reviews and analyzes financial records and reports to ensure accuracy, completeness, and compliance with established guidelines, procedures, funding source requirements, and Generally Accepted Accounting Principles (GAAP).
8. Performs a variety of technical and analytical tasks related to the monitoring and administration of State and local bond construction projects, including monitoring contract financial data/cash flow analysis/budgets/spending analysis, and reconciliation and filing reimbursement claims through the State facility management database.
9. Provides technical assistance in managing fiscal resources, budgetary solutions, and financial management as appropriate.
10. Assists other departments in the fiscal year-end closing process; prepares and closes

grants, calculates carry-over, reconciles revenues and expenditures, creates financial accruals, and resolves any irregularities.

11. Maintains and upholds the District's chart of accounts for all District financial systems in accordance with the guidelines of the California Community Colleges Chancellor's Office Budget and Accounting Manual.
12. Provides recommendations regarding modifications, automation, and enhancements on department systems, processes, and/or procedures.
13. Acts as liaison regarding software applications with county office and participates in meetings with District departments and outside agencies.
14. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Generally Accepted Accounting Principles (GAAP).
2. Governmental and/or fund accounting principles and procedures and accounting system requirements and procedures.
3. Financial accounting systems.
4. Federal and State financial reporting systems and processes.
5. Principles of budget preparation, analysis, and management.
6. Principles and practices of accurate position control management.
7. Methods and techniques of maintaining charts of accounts.
8. A diverse range of funding mechanisms used in District operations.
9. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
10. Research and reporting methods, techniques, and procedures.
11. Technical report writing and preparation of correspondence.
12. Methods, practices, principles, procedures, and terminology used in accounting and finance.
13. Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

1. Utilize quantitative and qualitative statistical analysis for information gathering and reporting.
2. Perform a variety of professional financial duties involved in reviewing, analyzing, auditing, reconciling, and maintaining assigned budgets.
3. Prepare and analyze comprehensive financial statements and accounting reports.
4. Calculate, post, audit, research, and adjust journal entries including income and expenditures.
5. Reconcile various fiscal statements to ensure accurate fund accounting as assigned.
6. Analyze financial data and draw sound conclusions.
7. Make recommendations regarding financial impact, formulate and recommend revisions to financial processes and procedures as needed to ensure effective and efficient operations.
8. Work under the pressure of recurrent and critical deadlines.
9. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
10. Effectively represent the department and the District in assigned meetings.

11. May provide lead guidance to temporary staff and/or student workers.
12. Demonstrate sensitivity and understanding of the diverse academic, socio-economic, disability and ethnic backgrounds of students, staff, and the community.
13. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
14. Exercise independent judgment within general policy, and procedural, guidelines.
15. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
16. Communicate clearly and concisely, both orally and in writing.
17. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
18. Provide efficient, high-level customer service to public, vendors, contractors, and District personnel.

Education and Experience:

A bachelor's degree from an accredited college or university ~~with major coursework~~ in accounting, finance, public administration, statistics, business administration or related field is required and three (3) years of increasingly responsible experience in budget, finance and/or accounting administration that includes two years of experience in fund or public agency accounting; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

The functions of this classification must be performed by the incumbent with or without reasonable accommodations.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

EMPLOYMENT STATUS

Budget Analyst
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Classified Bargaining Unit
Range 17

CSEA Ratified: 6/23/25
Board Approved: 7/25

