



SIERRA SANDS Unified School District

113 W. Felspar, Ridgecrest, CA 93555 | Phone: 760-499-1600 | ssusd.org

April Moore, Ed.D., Superintendent

PLEASE POST PLEASE POST PLEASE POST PLEASE POST

The Sierra Sands Unified School District announces a vacancy in the following position for the
2024-25 school year

Job # 7184

Site

Hours/Days

Time

Salary

Budget Analyst

Business Office – Confidential Position

8 hrs. per day, 260 paid days/12 months

7:30 am – 4:30 pm

Range C34 \$25.63 – \$31.15 p/hr +\$1.00

Application Deadline:

April 21, 2024

Brief Description: Under the general direction of the Director of Finance, performs specialized and technical work in the development, maintenance and analysis of assigned program budgets; research, compile, analyze and review complex and technical accounting data and records; and to assure the preparation and maintenance of comprehensive financial and statistical records and reports.

Required Qualifications: To interpret federal and state laws and regulations related to accounting and budgeting. Make complex mathematical calculations quickly and accurately. Generally accepted accounting principles, practices, and procedures. General theory and application of budgetary planning and control in a school system. General accounting, budget, and business functions of an educational organization. Analyze and prepare budget revisions. Perform technical work involving program and budget control and analysis. Work independently and make complex recommendations and or decisions. Establish and maintain cooperative and professional working relationships with staff, the public, and other agency personnel. Communicate effectively both orally and in writing. Compile data and prepare financial reports. Highly skilled in excel with the ability to create complex formulas and functions to analyze data, develop and maintain complex spreadsheets, and integrate data from multiple sources. Perform overtime as needed and perform job safely.

Required Experience: Two years of responsible experience in financial analytical, budgetary work related to school districts or governmental accounting.

How to Apply: A request for transfer form must be completed for any employee who wishes to be considered for a transfer or email mfrench@ssusd.org. Please be sure you receive an email confirming receipt of your request. An application must be completed for anyone applying for promotion from outside the district. Forms are available in the Human Resources Office at 113 Felspar Avenue.

3/22/24

Pending Board Approval 4/18/24

District/Web

Sierra Sands Unified School District is an equal opportunity employer that prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on actual or perceived age, ancestry, ethnicity, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical condition, nationality, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Title IX Coordinator
Bryan Auld, Assistant Superintendent of Human Resources
Sierra Sands Unified School District
113 W. Felspar Ave., Ridgecrest, CA 93555
Email: bauld@ssusd.org Phone: (760) 499-1620

District Section 504 Coordinator
Christopher Lowe, Coordinator of Student Support Services
Sierra Sands Unified School District
Sierra Vista Education Center
1327 A N. Norma St. Ridgecrest, CA 93555
Email: clowe@ssusd.org Phone: (760) 499-1700

ADA/Title II Coordinator
Christopher Lowe, Coordinator of Student Support Services
Sierra Sands Unified School District
Sierra Vista Education Center
1327 A N. Norma St. Ridgecrest, CA 93555
Email: clowe@ssusd.org Phone: (760) 499-1700

Board of Education: Mary Campbell Robert Campbell Bill Farris Kurt Rockwell Michael Scott

