

FISCAL ANALYST

DEFINITION

Under the direction of the Senior Director of Fiscal Services, monitors, audits, coordinates and participates in the technical and responsible accounting functions necessary to maintain the District's financial, statistical and position control records; performs a variety of analytical position control and accounting functions, along with corresponding reporting; performs difficult and complex accounting functions; performs other related work as required.

ESSENTIAL DUTIES

- Receives, reviews, and processes Personnel Services Requests (PSR); creates new positions and updates position information in the system; maintains all required position control reports.
- Prepares salary cost projections as requested by District management.
- Calculates and maintains position control system tables; responsible for year-end processing.
- Prepares and maintains financial statements and fiscally-related management records.
- Analyzes, audits, and verifies the accuracy of various financial and statistical reports and records.
- Plans, organizes, and conducts various training programs.
- Performs complex and difficult mathematical calculations and verifies computations.
- Performs duties with the use of advanced data management programs/software.
- Possesses knowledge of rules and regulations of the school board, labor agreements, state, federal, and local governments, as it relates to fiscal operations.
- Receives, reviews, processes, and logs purchase requisitions, travel requests, budget transfers, journal entries, and any other required fiscal services tasks.
- Provides timely assistance to schools and departments.

QUALIFICATIONS

Knowledge of:

Principles and methods of accounting, budget planning, position control management and internal control processes; financial record management, procedures and techniques; GAAP, California School Accounting Manual legal mandates, practices, and procedures; computer-based financial management systems; effective communication and time management skills.

Ability to:

Interpret and effectively communicate accounting, information pertaining to budget, regulations and guidelines; prepare clear and accurate financial statements and reports; perform complex and difficult mathematical calculations and verify computations; understand and carry out oral and written directions; meet critical reporting deadlines; establish and maintain cooperative working relationships; work with a variety of financial software programs.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push pull or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, visual acuity, depth perception, providing oral information; the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Education:

Candidate must possess an Associate of Arts degree, with course work or training in the following areas: accounting, finance, economics, budget planning and control, business administration or closely related fields.

Experience:

Three years of experience in accounting, budget control, financial planning and/or payroll. Experience in an educational agency preferred. One year of experience may be substituted with a Bachelor's degree, from an accredited college or university, with a major in accounting, finance, business administration, or economics.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment – Insurability by the District's liability insurance carrier.