

FISCAL ANALYSTDEFINITION

Under general direction, exercises independent judgement in general accounting and budget functions in accordance with established policies and procedures. Coordinates and performs complex accounting functions in analyzing, recording and monitoring income and expenditures for district general or special funds, preparing financial analyses and special studies. Coordinates and performs complex technical work in the development, monitor, control, and analysis of district budgets. Assists in the development and implementation of improved budget and accounting procedures; performs other work as required.

DISTINGUISHING CHARACTERISTICS

This is a one-position classification. This is the specialist or lead level of the accounting and budget technician series. The emphasis, however, is on the performance of specialized duties rather than supervision. Responsible to the Director of Accounting and Budget for all District budget control, internal fiscal audit, and general ledger reconciliation. This position is classified as confidential and is subject to overtime.

TYPICAL DUTIES

Coordinates all accounting and related financial activities of the District.

Monitors all fund balances and reconciles monthly to Cash in County Treasury reports, including proper journal entries or transfers to keep integrity of the funds; prepares monthly Cash Flow Summaries.

Verifies and analyzes financial reports and records.

Serves as a resource for all district program administrators in developing budgets; provides information on District financial transactions, budget detail, accounting procedures, fund balances and related matters.

Assists in the development of District budget by providing technical accounting, statistical analysis, and prepares final budget in proper form.

Develops and prepares budget status reports indicating adjustments and projections.

Assists Chief Financial Officer, Director of Accounting and Budget, and Directors of Personnel with statistical and budgetary analysis of negotiation proposals.

Provides information for annual district/program/federal audits.

Annually opens and closes accounts; participates in year-end closing procedures.

Exercises technical supervision over lower-level positions.

Plans and develops forms, systems and procedures of fiscal operations.

Performs other related duties and tasks as assigned.

QUALIFICATIONSKnowledge of:

Principles and procedures of accounting, including governmental procedures, school district fiscal, payroll, and budget procedures; computer based accounting systems and procedures; modern office procedures, methods and equipment, including typewriter, calculator, copier, computer and printer; laws, rules, and regulations applicable to California school district accounting activities.

Ability to:

Establish and maintain effective work relationships with those contacted in the performance of assigned duties; understand and carry out complex oral and written instruction; apply pertinent school district policies, laws, rules, and governmental regulations to specific case; analyze and interpret fiscal records and documents and to prepare accurate and complete financial summaries and reports; perform research, compiling information from a variety of sources maintaining accurate records and files. Physical ability and emotional stamina to endure additional hours or work, under sometimes stressful situations.

Education and Experience:

Degree in accounting preferred; additional approved qualifying experience may be substituted on a year for year basis with a minimum of four years of education and/or experience. Two years of increasingly responsible in-depth experience in accounting, preferably within a school district or other governmental agency.

Approved: