FISCAL ANALYST

DEFINITION:
Under direction of the Director of Fiscal Services, performs specialized and technical work in the development, maintenance and analysis of assigned District budgets; research, compile, analyze and review complex and technical accounting data and records; exercises independent judgment in accordance with established policies and procedures; prepares financial analyses and special studies; performs related work as required.

QUALIFICATIONS:
Required Knowledge of:
- Generally accepted accounting principles, including California school district payroll, budgeting and accounting
- California School Accounting Manual (CSAM)
- Standardized Account Code Structure (SACS)
- Financial and statistical record-keeping techniques
- Research, data collection, and financial analysis
- Preparation of reports and financial documentation
- Applicable laws, codes, regulations, standards, policies and procedures
- Computer based software programs that support this level of work, including but not limited to, word processing, spreadsheets, custom databases, and financial management systems
- Modern office practices, procedures and equipment use

Ability to:
- Analyze and interpret fiscal records and documents
- Prepare and maintain accurate and complete financial summaries, records and reports
- Research, retrieve, and organize data to prepare reports and financial documentation
- Perform a variety of complex and technical duties in the development, monitoring, maintenance and analysis of District budgets
- Identify, investigate and resolve financial errors and discrepancies
- Compare numbers and detect errors efficiently
- Perform arithmetical calculations with speed and accuracy
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Operate standard office equipment including a computer, calculator and assigned software
- Understand and communicate both orally and in writing in a clear, concise manner
- Plan, prioritize, and organize work to meet deadlines, schedules and timelines
- Work independently with minimum supervision and make sound decisions necessary in the function of the position
- Establish and maintain cooperative and effective working relationships
- Display interpersonal skills, including tact, patience and courtesy

Experience and Education
- Minimum of two years of progressively responsible in-depth accounting and budget experience in a school district or government agency
- Degree in Business, Finance, or Accounting, or college-level coursework in accounting is desired

DISTINGUISHING CHARACTERISTICS:
This is a one-position classification and is the specialist or lead level of the accounting and budget technician series. The emphasis is on the performance of duties rather than supervision. The job class requires expertise in the most complex budgeting and accounting functions, and involves highly specialized and/or technical areas requiring application and interpretation of data, facts, procedures, policy and law. This position is confidential and is subject to overtime.

ESSENTIAL FUNCTIONS:
- Analyze financial information, statistical data, program requirements, and contractual requirements for state, federal, and local programs, grants, and categorical programs.
• Perform complex calculations and analyses to prepare revenue and expenditure estimates for budget projections; reconcile revenues and expenditures, including cash receipts, accounts receivable, and accounts payable; research and trace transactions to identify and correct discrepancies.

• Analyze salary and benefit information to maintain budget control; monitor fund balances of programs and related financial activity to ensure expenses are within budget limits; ensure revenues and expenditures are recorded on a timely basis.

• Prepare and verify financial reports for state, federal and other outside agencies; prepare annual expenditure reports for certain grant and categorical programs; invoice external agencies.

• Research, compile, analyze and audit complex and technical accounting data and records; review information and develop methods for distributing funds to school sites; audit expenditures and requisitions; assure records and reports comply with established guidelines and coding standards.

• Review purchase requisitions to ensure program compliance, correctness of account codes, and proper approvals; verify availability of funds.

• Receive, review, and process budget documents such as budget revisions, expenditure transfers, journal entries, and cash transfers; post entries into computerized financial system.

• Maintain accurate and auditable fiscal records for District’s budget categorical and restricted programs.

• Serve as budget resource for district staff to assist with preparing, revising and clarifying budgets and resolve budget issues; respond to inquiries.

• Consult administrators and District personnel in the development of various budgets and preparation of various forms; keep administrators up-to-date on current budgets and expenditures.

• Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns related to fiscal activities, annual audits, program operations and budget rules, regulations and procedures.

• Report attendance, class size reduction, and class size penalties to the State.

• Assist Chief Financial Officer/CBO with statistical and budgetary analysis of negotiation proposals.

• Assist Director of Fiscal Services with SACS forms and submission to Sacramento County Office of Education.

• Establish and maintain effective communication between budget, payroll, and human resources.

• Maintain District chart of accounts.

• Develop and update computerized spreadsheets.

• Assist in development of department-related training materials, procedure manuals and handbooks; provide training and technical assistance to staff; assist with in-service trainings; periodically visit sites to provide on-site training.

• Assist in preparing interim and annual budgets, annual year-end closing, and independent audits.

• Assist in preparation of Board agenda items.

• Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job’s functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer; keyboarding.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

• The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• The noise level in the work environment is usually moderate.

• Employees in this position will be required to work indoors in a standard office environment with frequent interruptions and come in direct contact with district staff and the public.