

FISCAL ANALYST

DEFINITION

Under the direction of the Director of Fiscal Services, monitors, audits, coordinates and participates in the technical and responsible accounting functions necessary to maintain the District financial, statistical and position control records; uses a computer assisted accounting system; performs budget transfers, position related budget management and updates and maintains and reporting accounts and special funds; performs a variety of functions and reporting process; performs difficult and complex accounting clerical functions; performs other related work as required.

ESSENTIAL DUTIES

- Perform a wide variety of specialized and responsible position control functions related to employment processing, status changes and separation; provides information and assistance in person or on the telephone to District staff regarding a variety of position control policies and procedures.
- Receives, reviews and processes Personnel Services Requests (PSR) from all departments and District sites; develops and tracks PSR processes, including initial receiving, coding and tracking; creates new positions and enters and updates position information in the personnel system; maintains vacancy and PSR lists for position openings.
- Prepares materials and assists in Classified and Certificated negotiations as related to layoffs, staffing, transfers, and the effects of layoffs.
- Develops, calculates and maintains position control tables; responsible for processing information from the position control system into the budget system and ensuring both are appropriately updated for any changes.
- Perform financial and statistical record management functions, special funds, and accounts.
- Assist and aid accounting clerical personnel in assembling, tabulating, calculating, verifying and filing accounting and statistical data.
- Assist in the revision, formulation and implementation of accounting and statistical record keeping systems and procedures.
- Prepare trial balance, financial statements and fiscally-related management reports.
- Analyze, audit and verify the accuracy of various financial and statistical reports and records.
- Plan, organize and schedule the preparation of fiscal and statistical records and reports to ensure the communication of the District projected income and budgetary position.
- Prepare analyses of accounting and various funds.
- Use micro-computers to input fiscal and statistical data into an automated accounting system; access and analyze output reports.
- Plan, organize and conduct in-service and training programs in preparing and maintaining fiscal and statistical records and reports.
- Perform complex and difficult mathematical calculations and verify computations.
- Plan, organize and perform the technical and more responsible tasks related to the preparation and management of accounting and statistical records and reports, including revenue, transportation, insurance, federal, county and state programs, payroll, and various other accounting records.

QUALIFICATIONS

Knowledge of:

Principles and methods of accounting, budget planning and control, position control management and internal processes; financial record management methods, procedures and techniques; California school accounting legal mandates, practices, and procedures; accounting, budget control and statistical computer-based record management systems; employee training and motivational strategies and techniques.

Ability to:

Interpret and effectively communicate accounting, budget control, 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; establish and maintain cooperative working relationships.

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:

Verification of High School Diploma, GED Certificate or a higher degree. Possession of an Associate of Arts degree is preferred, with course work or training in the following areas: accounting, budget planning and control, business administration or closely related fields.

Experience:

Two years of experience in accounting, budget control, statistical record analysis, human resource, and/or payroll. Experience in an educational agency preferred.

License Requirement

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

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