

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Fiscal Analyst

DESCRIPTION OF BASIC RESPONSIBILITIES:

Under general supervision of the Director of Fiscal Services, perform specialized and complex work in the control and monitoring of assigned District budgets; establish, analyze, and maintain accurate and auditable fiscal records for the District's programs; prepare budgetary projections and estimates; generate a variety of budgetary and statistical reports; assure compliance with applicable laws, codes, and regulations.

SUPERVISOR: Director of Fiscal Services

ESSENTIAL FUNCTIONS:

1. Develop and monitor district, site, and department budgets;
2. Work directly with site/department supervisors to implement financial and accounting processes in support of the managing and monitoring of their budgets;
3. Review, analyze, and maintain district and department financial data, adjusting and correcting as needed;
4. Verify funding for expenditures;
5. Approve requisitions after analysis to determine availability of budgeted funds, propriety/appropriateness of the requested expenditure, approval by the responsible supervisor, and correctness of coding;
6. Responsible for internal audit functions assigned by the Director of Fiscal Services;
7. Code, record, input, and verify data into financial system;
8. Preparation of a variety of financial reports and assist in annual budget reporting, interim, and year-end reports;
9. Serve as a resource to district personnel in the areas of budgetary and expenditure policies and procedures;
10. Plan and project the needs of future budgets to include multi-year cost analysis and proposals and budget allocation formulas for the purpose of ensuring compliance with all applicable district, state, and federal rules, policies, procedures, and guidelines;
11. Analyze and forecast state and federal categorical revenues and expenditures;
12. Work with the curriculum and instruction department to complete LCAP financials;
13. Assist with budget sections of the Consolidated Application;
14. Maintain various fiscal information, files, and records for specialized projects including capital projects for the purpose of providing an up-to-date reference and audit trail for compliance with established fiscal guidelines;
15. Prepare department procedure form, manuals, and handbooks;
16. Attend meetings as assigned;
17. Assist the Director of Fiscal Services with other tasks as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- California School Accounting rules and procedures;
- Governmental accounting, laws, and regulations;
- Financial recordkeeping, procedures, and methods as they relate to school districts;
- Technical aspects of accounting, budgeting, and auditing;

- Proper auditing procedures and financial reporting;
- Modern office practices, procedures, and equipment including computers and applicable software (ex: spreadsheet and specialized financial software systems);
- English usage, spelling, grammar, and punctuation.

Ability to:

- Perform a variety of specialized financial accounting duties to assist in the preparation, analysis, and maintenance of district budgets;
- Evaluate and project annual income and expenditures to determine budget requirements;
- Maintain accurate financial and statistical records
- Analyze financial data and prepare reports, forecasts, and recommendations;
- Verify, balance, and adjust budgets and accounts;
- Identify, investigate, and resolve financial errors and discrepancies;
- Assemble, organize, and prepare data for records and reports;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Audit operations of a school district and conduct financial analyses;
- Provide staff with budget explanations, guidelines, and training;
- Organize and prioritize work in order to meet rigid schedules and timelines;
- Communicate effectively both orally and in writing;
- Demonstrate skill on a variety of computer applications;
- Work independently with little direction;
- Maintain cooperative and courteous working relationships.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent;
- Three (3) years of increasingly responsible experience in keeping or reviewing financial or statistical records; or two (2) years of experience as account technician or comparable role preferably including experience in a school district;
- TB test clearance;
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to read printed material;
- Sufficient hearing to conduct in-person and telephone conversations; Understandable voice with sufficient volume and clarity to be heard in normal conversations;
- Sufficient dexterity to write, use telephone and office equipment;
- Ability to sit for extended periods of time;
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

Board approved: 5/19/2021