

Position: Senior Financial Analyst
(Non-Represented) AR4351.3 Department: Business Services Department Reports To: CBO

SUMMARY

Performs detailed technical work in the preparation, review and processing of accounts payable, attendance accounting, facilities rentals for the District; prepares periodic and special reports, including tax, insurance and other billings and performs related work as assigned.

NATURE AND SCOPE

Under direct supervision of the CBO, performs a wide variety of complex, advanced and confidential accounting. This class is distinguished from other accounting support classes by the specific financial and complex nature of the work performed. Consults with CBO on financial performance matters that include compliance with accounting standards, budget controls, staffing and position control, and financial proposals for special funds and assignments.

DISTINGUISHING CHARACTERISTICS

This position is not within the collective bargaining unit. Demonstrates a high-level competence in multiple accounting skill areas.

ESSENTIAL TYPES OF DUTIES

- Studies current proposals and prior year actuals to identify unusual trends in expenditures concerning appropriations. Interpretation of laws and regulations.
- Board Docs preparation and upload
- Business Compliance State/District Reporting
- Assists with budget development for categorical, special, one-time and general funds. In coordination with the CBO and Director of Fiscal Services, prepares and distributes documents and schedules to support the budget planning and development process.
- Coordinates and prepares annual consolidated applications for special funding.
- Prepares and analyzes reports for communication. Reports include but are not limited to income, expense, attendance, staffing, cash flows, allocations, projections, retirement and taxes.
- Work with CBO and Director of Fiscal Services to complete needed financial transactions.
- Facilities rentals: Maintain website, calendar, insurance and waivers
- Student incident claims: file and notify Keenan when applicable.
- Cash Reconciliation and Account Reconciliation
- Clerical Correspondence related to business, filing
- Computer Programs; Excel, Word, Google Suite, ESCAPE Software
- Audits, work closely with internal and external auditors
- Support Negotiations contract cost estimates
- Clerical support related to reports, policy and negotiations
- Must be able to communicate effectively both written and oral
- Establish and maintain cooperative and effective working relationships with a variety of groups and individuals
- Team collaboration learning mindset
- Ability to meet (tight) deadlines
- Performs other duties as assigned that support the overall objective of the position

QUALIFICATIONS

Knowledge, Skills and Abilities:

Requires specialized professional knowledge of the theory, principles, and procedures of governmental accounting, modified accrual, auditing and finance. Requires working knowledge and hands on experience using ESCAPE Software. Requires in-depth knowledge of generally accepted financial processes regulations applying to financial aspects of special funds. Requires a working knowledge of audit documentation requirements. Requires in-depth knowledge of automated accounting systems and relational databases, sufficient to train others and troubleshoot errors and exceptions. Requires working knowledge of position control including processes for determining fixed and variable staffing levels. Requires working knowledge of the practices and techniques in accumulating cost accounting information, including allocation of accounting data to determine standard costs or rates. Requires in-depth knowledge of financial management, control, and reporting

processes associated with restricted funds. Requires well-developed math skills to perform accounting and statistical computations. Must be able to communicate effectively both written and oral Must have the skills to organize and prioritize multiple and sequential tasks in a timely manner with a high degree of accuracy and attention to detail.

Requires the ability to prepare accounting and budget analyses and write reports that adequately communicate problems and solutions. Requires the ability to organize and prioritize work to meet rigid schedules and budget timelines.

EDUCATION AND/OR EXPERIENCE

Any combination of training and/or experience equivalent to the completion of approximately three years of college level coursework, and/or three years of increasingly responsible experience providing advanced knowledge and skills in modern and efficient office procedures.

TERMS OF EMPLOYMENT

Twelve month, full time position. Salary as defined in current Confidential Salary Schedule, AR 4351.3.

EVALUATION

The CBO will evaluate performance of this position

Board Approved: 11/3/21