

FINANCIAL ANALYST

Reports to: Finance Systems Supervisor

Division: Administrative Services

Our ideal candidate

You bring a creative problem-solving approach, attention to detail, and high degree of accuracy to your work as a finance professional. You research issues, communicate effectively, and use a high degree of professional judgment to solve problems independently or in collaboration with others. You understand politically sensitive issues and interact with others in a diplomatic and confidential manner. You lead by example and foster a team environment. You are committed to excellence in providing the best service possible to school districts and other stakeholders.

General description

Under general direction, perform a variety of professional accounting duties involved in reviewing, analyzing, auditing, reconciling, maintaining, and adjusting designated school district accounts and budgets; establish, analyze, audit, reconcile, and maintain financial records; prepare and audit a variety of financial and budgetary reports and statements.

Specific duties and responsibilities

1. Provide consultation and expertise to school district administrators and staff on accounting and budgetary functions; analyze costs and provide recommendations concerning allocations and controls; respond to inquiries and provide information related to accounts, budgets, transactions, and records.
2. Review, analyze, audit, reconcile, maintain, and adjust designated school district accounts and budgets; update accounts to reflect revenue and expenditures; balance accounts; ensure proper posting of all cash entries; in collaboration with school districts, resolve negative cash balances.
3. Provide guidance to school districts regarding established standards and requirements for financial transactions in order to ensure financial activity of assigned accounts complies with applicable standards, requirements, laws, codes, rules, regulations, policies and procedures.
4. Research, review, compile, prepare, calculate, analyze and revise financial data related to assigned accounts; calculate and distribute to school districts funds from a variety of sources, such as Local Control Funding Formula apportionment, property taxes, and the Education Revenue Augmentation Fund; prepare and audit various financial and statistical reports, statements, and records; support school districts in obtaining funding by participating in district attendance reporting; prepare income, expenditure, and cash flow projections.
5. Use a variety of software programs, databases, and enterprise financial systems to enter, download, review, and extract a wide variety of financial data; initiate queries and generate a variety of reports and documents.
6. Process a variety of special transactions such as overdrafts, year-end procedures, journal vouchers, 1099s, and wire transfers

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7. Calculate, post, audit, code and adjust journal entries; process account and budget transfers, deposits, adjustments and other transactions.
8. Identify, investigate, and facilitate the resolution of accounting errors and discrepancies

Requirements

Education: Possession of an associate's degree in accounting, business, or related field is required. Possession of a bachelor's degree in accounting, business, or related field is preferred.

Experience: Two years of professional accounting experience that included preparation of journal entries and general ledger. Experience with public school accounting or fund accounting preferred.

Knowledge of:

- Methods, procedures, and terminology used in professional accounting
- Generally Accepted Accounting Principles
- Generally Accepted Auditing Standards
- General accounting and business functions of an educational organization
- Standardized Account Code Structure
- California School Accounting Manual
- Operations, policies, practices, and objectives of County Education Office and assigned districts
- Applicable laws, codes, regulations, and procedures
- Financial statements and related documents
- Governmental, fund, and grant accounting
- Financial record-keeping practices
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Telephone and email etiquette
- Standard office productivity software applications
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Skill in:

- Standard spreadsheet software

Ability to:

- Gather and analyze data, reach sound conclusions, make projections and forecasts, and recommend reasonable courses of action
- Use a variety of computerized accounting, enterprise, and other software programs
- Prepare financial statements and related documents
- Plan and organize work

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- Establish and maintain effective working relationships with SBCEO colleagues, employees at all levels of districts served, representatives of other government agencies, and others
- Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
- Work with speed and accuracy
- Make accurate arithmetical computations
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Work effectively with those over whom one has no direct authority
- Identify errors and discrepancies

Licenses and certificates

Some positions in this classification may require possession of a valid California driver's license. Occasional local travel may be required.

Working conditions

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.

Series

Fiscal/Business

Salary range 80

Approved by the Personnel Commission:

July 20, 2005

Revised:

November 14, 2019