

FISCAL DATA ANALYST

DEFINITION:

Under the 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 and enrollment data; exercises independent judgment in accordance with established policies and procedures; prepares financial analyses and detailed attendance reporting; 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, financial management systems, and student information systems
- Modern office practices, procedures, and equipment use

Ability to:

- Analyze CalPads enrollment data
- Analyze, prepare, and submit state Attendance Reporting documents
- Assist in preparing District enrollment projections
- 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 job class requires expertise in the most complex budgeting, accounting, and attendance functions, and involves highly specialized and/or technical areas requiring application and interpretation of data, facts, procedures, policy, and law.

ESSENTIAL FUNCTIONS:

- Analyze CalPads data for the purpose of enrollment projections
- Analyze, prepare, and review for submission of District ADA reporting for P1, P2, and Annual
- Prepare and report class size reduction and class size penalties to the state
- Compile and analyze various student data reports
- Analyze program 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.
- Prepare and verify financial reports for state, federal, and other outside agencies, invoice external agencies.
- Research, compile, analyze and audit complex and technical accounting data and records; review the 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.
- Receive, review, and process budget documents into the financial systems such as budget revisions, expenditure transfers, journal entries, and cash transfers.
- Maintain accurate and auditable fiscal records for District's budget categorical and restricted programs.
- Consult and 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.
- Assist in the development of department-related training materials, procedure manuals, and handbooks; provide training and technical assistance to staff; assist with in-service training; periodically visit sites to provide on-site training.
- 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 the 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.