

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: FISCAL ANALYST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform professional-level analysis of District funds, accounts, salaries, budgets and various other fiscal programs and services; audit assigned funding and spending of assigned programs; assure fiscal solvency of assigned funds and budgets.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform professional-level analysis of District funds, accounts, salaries, budgets and various other fiscal programs and services; audit assigned funding and spending of assigned programs; assure fiscal solvency of assigned funds and budgets.

Perform specialized and technical work requiring the application and interpretation of data, facts, procedures and policies.

Participate in budget development activities; collect State budget data for designated programs; coordinate with the administrators and other internal divisions regarding the development and preparation of new budgets; project and develop data for input into designated financial systems; prepare budget projections for the new year.

Review and generate financial transfers; audit appropriate reports to verify data as required; monitor journal entries for assigned sites or programs to assure proper funding; process journal entries for assigned funds into appropriate financial system.

Analyze, audit and compile statistical information; prepare and maintain a variety of complex statistical and narrative records and reports related to grants, audits, disbursements, budgets, general ledger, journal entries and others as assigned; analyze, compile and submit reports to appropriate federal, State and other agencies.

Process invoice payments and receipts of materials and supplies as assigned by the position; prepare and cancel warrants and update records accordingly; audit and verify purchase orders, expense claims and invoices.

Assure compliance with laws and regulations in the various accounting records, procedures and systems of internal controls to determine compliance; determine the accuracy of records of revenues and expenditures and appropriate documentation; recommend corrective action to improve fiscal operations and efficiency as necessary.

Train and provide work direction to assigned staff.

Attend meetings related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Generally accepted accounting principles, generally accepted auditing standards and other advanced principles, techniques, and methods of governmental accounting, auditing, and budgeting.

Computer information systems operations, capabilities and applications relating to accounting, budget development, and financial management.

Financial and statistical analysis techniques and principles.

Federal, state, and local laws, codes, and regulations related to assigned financial record keeping and control activities.

Preparation of financial statements and comprehensive accounting reports.

Principles of training and providing work direction.

Financial analysis and projection techniques.

Financial and statistical record-keeping techniques.

Modern office practices, procedures, methods, and equipment.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

ABILITY TO:

Perform professional-level analysis of District funds, accounts, salaries, budgets and various other fiscal programs and services.

Assist the Director in the internal fiscal operations of the Department.

Prepare clear and concise financial and accounting analysis reports.

Interpret, apply and explain rules, regulations, policies and procedures.

Train and provide work direction to others.

Operate a computer and assigned software to enter data, maintain records and generate reports.

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.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent and a Bachelor's degree in accounting, finance, business administration or related field.

Experience: Two years of increasingly responsible accounting experience preferably in a school district or governmental setting.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.