

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Analyst, Fiscal Services

Classification: Confidential

Reports To: Site Administrator

FLSA: Non-Exempt

Range: Classified Confidential
Salary Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by coursework in accounting, business, or finance and three years' experience in auditing, budget, and financial reporting

SUMMARY

Accountable for improving student achievement through the effective management of an assigned area; under general direction of an assigned supervisor, perform a variety of technical and analytical duties in the areas of budgetary analysis and development, position control, attendance accounting and financial management to provide timely delivery of high quality services and assist in ensuring the financial viability of the District.

SPECIFIC RESPONSIBILITIES

1. Plan and perform a variety of budget and fiscal simulations, analysis and calculations to ensure accuracy of information.
2. Initiate, complete, evaluate and validate a variety of state, local and federal reports and financial statements in a timely manner to ensure accuracy and completeness; coordinate the collection of data through computer-generated reports; compose correspondence and maintain records.
3. Perform accurate financial and operations audits as assigned to ensure the integrity and credibility of the District.
4. Analyze financial and budgetary statements to ensure accuracy; identify trends and concerns and make recommendations for improvements; make corrections and adjustments as necessary to meet the needs of the sites and departments.
5. Analyze and evaluate automated financial systems designs, computer-generated financial reports and other automated programs integrated with the primary financial system.
6. Prepare special financial reports and statistical analyses as directed including cash flow, legality of expenditures and budget procedures to ensure proper allocation of resources in support of providing students access to high quality learning options to stay in school on target to graduate.

7. Research, analyze, develop and maintain comprehensive statistical data to assist in implementing, continuing or expanding practices proven to raise student achievement; prepare periodic budgetary oral and written reports and statements.
8. Attend workshops, meetings and other gatherings related to assigned area to obtain up-to-date information; prepare, train and provide clear direction to department and site personnel to ensure comprehension of procedures and processes.
9. Perform related duties as assigned.

KNOWLEDGE OF:

Principles and procedures of public agency budgetary and fiscal management. Financial and/or budgetary reports and statements for District funds.

Software programs including but not limited to word processing, spreadsheet and other related programs. Financial analysis and projection techniques.

Budget control and revenue projections.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer to prepare reports and analyze data.

Applicable sections of State Education Code and other laws, rules and regulations. Correct English usage, grammar, spelling, punctuation, and vocabulary

Principles and practices of supervising, training and providing work direction. Analytical and problem solving techniques.

Oral and written communication skills.

District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan and coordinate a variety of complex fiscal operations.

Analyze, generate, evaluate and implement financial and/or budgetary procedures for effectiveness and efficiency.

Prepare clear, concise and comprehensive reports and recommendations verbally and in writing. Learn new or updated computer systems and/or software programs to apply to current work.

Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.

Perform a variety of specialized and technical duties. Provide technical information and assistance to others.

Design an effective system of reporting progress and monitoring results.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal. Communicate, understand, and follow both oral and written directions effectively.

Plan and organize work to meet schedules and timelines.

Read, interpret, apply and ensure compliance with applicable rules regulations, policies

and procedures. Supervise and evaluate the performance of assigned staff. Focus and appropriately allocate resources toward identified goals. Negotiate skillfully in difficult situations and create solutions to promote compromise. Assist in monitoring and sustaining the financial viability of the district. Analyze situations accurately and adopt or recommend an effective course of action. Communicate using patience and courtesy in a manner that reflects positively on the organization. Actively participate in meeting District goals and outcomes. Apply integrity and trust in all situations.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.