MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Fiscal Operations Analyst

REPORTS TO: Executive Director Maintenance, Operations & Facilities

DEPARTMENT: Maintenance, Operations & Facilities

CLASSIFICATION: Classified

SALARY: CST Range 596

BOARD APPROVED: May 8, 2024

SUMMARY DEFINITION: Under direction and general supervision of the Executive Director of Maintenance, Operations & Facilities, or their designee, performs a variety of independent, specialized accounting and budgeting duties requiring independent judgment and analysis related to operations, construction and bond projects, and/or special programs. Prepare various related reports as required internally, and by local, state, and/or federal sources, and local oversight committee(s). Provide work direction to others. The position is distinguished from other accounting positions by the need to monitor the Office of Public School Construction (OPSC) fund and the monitoring of contracts, architect fees, change orders by project, claims, stop notices, retention payments, and other charges; as well as the review of funds for legality of expenditures, and assist in processing construction payments. Successful performance of the work requires knowledge of governmental accounting practices and procedures, construction or maintenance, bonds, fund accounting, and fiscal management.

ESSENTIAL FUNCTIONS (to include, but not limited to)**:**

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect theprincipal job elements.)

- Perform independent, specialized accounting and budget duties requiring independent judgment and analysis related to construction or maintenance, bonds, special programs; maintain various financial records, ensure all related accounting entries and transfers are completed, and accounting records reconcile to respective reports. **E**

- Track the expenditure of all funds pertaining to the District's programs, construction or maintenance, bonds, renovations, and facility repairs; prepare and present statistical reports for the Bond Oversight Committee meetings and others as requested. **E**

- Monitor funds by program or project, receipts, timesheets; monitor contract payments, program fees; review and complete expenditures and transfers. **E**

- Monitor Office of Public School Construction (OPSC) fund releases by project, receipts, and cash flow for construction projects, including general obligation funds, certificate of participation, and developer fees; monitor contracts, architect fees, change orders by project, claims, stop notices, retention payments, and other charges; review funds for legality of expenditures, and assist in processing construction payments. **E**

- Assist in year-end closing of District accounts and external year-end District-wide audit; act as primary contact for the general obligation bond audits. **E**

- Assure compliance with various local, state, and/or federal reporting requirements, guidelines, rules, and regulations, as well as district procedures and policies; provide work direction to others.

- Analyze complex, advanced-level technical accounting procedures; review and maintain records; and prepare reports including graphic displays. **E**

- Analyze advanced-level processes and procedures, and implement appropriate accounting systems.

- Monitor assigned budgets to assure compliance, identify and rectify discrepancies, respond to questions, and provide detailed instructions.

- Communicate with departments and agencies to assure compliance, resolve issues, or address concerns.

- Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications.

- Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer databases.

- Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division.

- Provide work directions to others as needed.

- Perform related duties as assigned.

DESIRABLE QUALIFICATIONS:

EDUCATION AND EXPERIENCE: A combination of education, training and experience equivalent to six (6) years of increasingly responsible experience in accounting, construction, accounting, auditing, financial, or statistical record-keeping.

KNOWLEDGE OF:

- Governmental accounting practices and principles.
- California school district fiscal and budget procedures and reporting requirements. Preparation of financial reports and schedules.
- Local, state, and federal reporting and accounting guidelines, rules, and regulations.
- Applicable sections of the California Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and procedures.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.
- Research methods, and report writing and record keeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

SKILL IN:

- Methods of data monitoring and recordkeeping
- Current office terminologies, practices, procedures and equipment
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

- Analyze and interpret complex fiscal records and documents.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare accurate and complete financial reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions. Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others. Work in a team environment.
- Compose correspondence and written materials independently.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions.

PHYSICAL DEMANDS:
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; walk to conduct inspections; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

LICENSES AND CERTIFICATES:
Possession of a valid California Driver's License is required.

OTHER QUALIFICATIONS:
Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.