**CLASS TITLE:** **FISCAL ANALYST I**

**DEFINITION:** Coordinate and perform complex, advanced-level accounting and budgeting duties requiring independent judgment and analysis related to district financial records and reports. Prepare various related reports as required for all district's sources, and local oversight committee(s).

## EXAMPLE OF DUTIES:

- Coordinate and perform complex, advanced-level accounting and budget duties requiring independent judgment and analysis; maintain various financial records, ensure all related accounting entries and transfers are completed, and accounting records reconcile to respective reports
- Assure compliance with various local, state and/or federal reporting requirements, guidelines, rules and regulations as well as district procedures and policies
- Analyze complex, advanced-level technical accounting procedures; review and maintain records, and prepare reports.
- 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.
- Assist in year-end closing of district accounts and budget preparation.
- Assist with training and cross-training.
- Work with Accounting, Technology Information Services and Personnel to reconcile anomalies.
- Perform monthly financial analysis and comparisons of program expenditures in relation to the approved budget; work closely and cooperatively with designated program managers and directors and site administrators to help prevent over-expenditures and advise them if a budget revision or reduction in expenditures is necessary.
- Perform technical analyses to prepare parts of the annual program and/or district budgets.
- Perform related duties as assigned.

## DESIRABLE QUALIFICATIONS:

**Training and Experience:** A combination of training and experience equivalent to graduation from high school, two years of college level work in bookkeeping, accounting or a related field, three years clerical experience with an emphasis on the maintenance of fiscal records.

**Knowledge of:**

- Bookkeeping and accounting principles and practices
- Preparation of financial reports and schedules
- Local, state and federal reporting and accounting guidelines, rules and regulations
- Operation of a computer and related software
- Modern office practices, procedures and equipment
- Correct oral and written usage of English, grammar, spelling, punctuation, and composition

**Skill in:**

- All phases of financial record keeping
- Preparing financial reports according to established guidelines
- Analyzing and interpreting complex financial data
- Meeting schedules and timelines
- Communicating effectively both orally and in writing

**Ability to:**

- Read, interpret, apply and explain rules, policies, procedures and regulations
- Coordinate and perform complex, advanced-level accounting and budget duties
- Analyze and interpret complex fiscal records and documents
- Operate a ten-key calculator
- Research, analyze, compile and verify data, and prepare accurate and complete financial reports
- Establish and maintain cooperative working relationships
- Compose correspondence and written material independently

**License and Certificates:**

- A valid California driver's license