CLASS TITLE: **FISCAL ANALYST II**

DEFINITION: Under general supervision, coordinates, plans, directs and performs 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).

REPORTS TO: Chief Accountant

EXAMPLE OF DUTIES:

- Plan and direct activities of personnel engaged in auditing, analyzing and implementing actions related to categorical resources and funding.
- 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.
- Ensure 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 month-end and year-end closing of district accounts and budget preparation.
- Work with Accounting, Technology Information Services, Personnel and Payroll 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, directors, and site administrators to help prevent over-expenditures and advise them if a budget revision or reduction in expenditures is necessary.
- Perform technical analysis to prepare parts of the annual program and/or district budgets.
- Act as liaison between Curriculum and Instruction and Fiscal Services for issues related to restricted programs.
- Analyze accounts, identify errors, prepare and process journal entries to reflect accurately the accounts activities.
- 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, finance or a related field, four years technical, 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
- Training and orientation methods
- Modern office practices, procedures and equipment, including computers
- 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
- Working with spreadsheet software application(s)

Ability to:

- Train and supervise employee in Restricted Programs regulations and financial reporting
- 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
- Work effectively with all levels of district employees
- Make effective oral presentations

LICENSE AND CERTIFICATES:

A valid California driver's license

SAMPLE ENVIRONMENT:

Office environment, driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Seeing and hearing to conduct work, speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending a waist to retrieve and store files. Reading, writing, and operate computer keyboard. Viewing the computer monitor for extended time periods.