

SAN YSIDRO SCHOOL DISTRICT

TITLE: Fiscal Services Analyst
DEPARTMENT: Business
FLSA: Exempt
Created: February 2023

REPORTS TO: Chief Business Official
CLASSIFICATION: Classified Management
SALARY: Classified Management Salary Schedule
Board Approved: April 13, 2023

BASIC FUNCTION: Under the direction of the Chief Business Official, perform complex budgeting, accounting and financial reporting activities and functions; work in establishing, analyzing, maintaining, and auditing fiscal records for all funds of the District; prepare confidential materials associated with collective bargaining; and perform other related duties as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Monitor assigned activities and tasks to ensure adherence to related District procedures and requirements; serve as a primary liaison for program related questions and concerns
- Plans, organizes, and participates in carrying out the District's accounting and financial management of programs and activities, including auditing, budgeting, general ledger and program accounting, payroll, accounts payable and accounts receivable; administers the District's budget(s); develops long-range revenue projections and expenditure forecasts; analyzes proposals for capital and operating programs; coordinates and supports District audits; plays an active role in the year-end close process; exercises budgetary control over approved budgets
- Organizes and participates in the development of financial and statistical reports, including the District's annual adopted budget, unaudited actual reports, interim reports; reviews analytical reports to ensure that data are accurate and complete and notes and explanations are correct, relevant and descriptive; consults with and advises sites and departments concerning budgetary and financial matters.
- Analyze and process budget adjustments and transfers; post journal vouchers/entries
- Perform construction project accounting duties to include General Obligation Bond project accounting, budgeting and financial reporting duties
- Monitor and maintain revenue, budgets, and expenditures for all State and federal grants and entitlements, and various programs; collect, compile, and calculate data for financial reports; request payments and report financial data as dictated by the terms of the grants and entitlements.
- Establish, analyze, and maintain accurate and auditable fiscal records for the District's different programs and budgets.
- Assist District personnel with budget development, implementation and control requirements, as well as requests for budget numbers, funding sources, and following the proper procedures for expenditure of funds; assist with the budget process during the year; participate in budget meetings.
- Perform research and special projects as requested by administrators; prepare reports, gather information and documentation necessary; develop and effectively use spreadsheets for budget preparation and reporting purposes.
- Create account numbers for different programs; apply SACS regulations.
- Troubleshoot and resolve discrepancies and assist District personnel in correcting errors; investigate incomplete or inaccurate data on documents; compose correspondence and inquiries regarding the status of information.

- Prepare cost estimates associated with collective bargaining.
- Develops and participates in implementing goals, objectives, policies, standards and internal controls for the Finance department; plans, develops and coordinates the implementation of new projects, procedures or measures.
- Supports and maintains the compliance of all categorical/restricted budgets, including, but not limited to, Title I, II, III, Special Ed, Child Development, Child Nutrition, etc. Monitoring their compliance and adherence to all regulatory laws.
- Responsible for Associated Student Body (ASB) audits
- Attends workshops, trainings and meetings.
- Provides training to all staff as needed
- Prepare and present presentations to the Governing Board and/or other district committees
- Performs other duties as assigned by the Chief Business Official

KNOWLEDGE OF:

- District organization, operations, policies, procedures and objectives
- PeopleSoft HCM and Finance
- California School Accounting Manual (CSAM)
- Methods, procedures and terminology used in technical accounting and budgeting activities.
- Internal control and audit principles and practices.
- Cash flow management and projections
- District collect bargaining agreements
- Local Control Funding Formula funding rules, procedures, formula and calculations
- Budget development
- Financial and statistical record-keeping techniques.
- Accounts maintenance and reconciliation procedures.
- Applicable sections of the State Education Code and other applicable laws.
- Preparation, review and control of assigned accounts.
- Operation of spreadsheet, word processing and specialized software used in technical accounting.

ABILITIES:

- Establish and maintain cooperative and effective working relationships with others.
- Effectively communicate with individuals of varied cultural and education backgrounds, communicate in oral and written form.
- Work independently with little direction.
- Perform a variety of complex and technical accounting and budgeting duties related to assigned fiscal programs and activities.
- Maintain accurate financial and statistical records.
- Perform complex mathematical calculations and accounting transactions quickly and accurately.
- Read, interpret, apply and explain policies, procedures, rules and regulations related to the assignment.
- Utilize spreadsheet, word processing and specialized software to maintain accounts, prepare reports and share data.
- Prepare reports and process accounting documents within established timelines and schedules.
- Analyze situations accurately and adopt an effective course of action.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Accounting, Business Administration or closely related field
- 5 years of progressively responsible professional accounting experience, preferably in a public school district setting
- Valid California driver's license

WORKING CONDITIONS:

The employee will work under typical office conditions and the noise level is usually quiet or moderately quiet. The employee drives to District sites, training facilities, community meetings and other locations as needed.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.