

FINANCIAL ANALYST

DEFINITION

Under direction, performs a variety of financial analysis and professional accounting activities in support of assigned County Office of Education (Office) programs which may include related education agencies, and accounting functions; assists in the preparation, development, review, and revision of designated budgets as assigned; inputs a wide variety of financial and statistical data into an assigned computer system; prepares and maintains a variety of financial and statistical reports, statements and records related to income, expenditures, accounts, funds, budgets and assigned accounting functions; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional accounting duties in support of the Office's financial operations and analysis. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of professional accounting activities in support of assigned Office programs which may include related education agencies, and accounting functions such as accounts payable, accounts receivable, grants, special projects, and payroll; researches and resolves financial issues and problems; establishes, analyzes, audits, reconciles, and maintains financial records.
- Assists in the preparation, development and revision of designated budgets as assigned; forecasts revenue and expenditures; analyzes budgetary data and provides input to administrators concerning budgetary allocations, limits and expenditures.
- Inputs a wide variety of financial and statistical data into an assigned computer system; establishes and maintains automated records and files; initiates queries, manipulates data, develops spreadsheets and generates a variety of computerized reports and documents.
- Prepares and maintains a variety of financial and statistical reports, statements and records related to income, expenditures, accounts, funds, budgets and assigned accounting functions; reviews, audits and analyzes financial statements, records and reports; ensures mandated reports, records, and data are submitted to the appropriate parties.

- Reviews, audits, analyzes, reconciles and adjusts assigned accounts; reviews, approves, and posts journal entries; reviews, approves, and posts accounting transactions; audits for errors and make appropriate corrections and adjustments; initiates and processes account and budget transfers as needed.
- Participates in the development of the budget; recommends budget adjustments.
- Reviews, prepares, analyzes and revises financial and statistical data related to assigned accounts, budgets and activities; identifies, researches, and resolves financial issues, errors and discrepancies; calculates and reviews revenue limits as required.
- Provides guidance and information to appropriate staff concerning assigned accounting functions; responds to inquiries and provide detailed and technical information related to the area of assignment.
- Performs related special projects in area of assignment.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a closely related field; and
- Two (2) years of increasingly responsible experience in accounting, payroll, and/or budget analysis functions.

Licenses and Certifications:

This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Organization of operations and activities involved in the review, analysis, maintenance and adjustment of designated funds and accounts.
- Accounting and fiscal systems, policies, procedures and practices.
- Generally accepted accounting and auditing principles, practices and procedures.
- Principles of budget preparation, analysis, and monitoring.
- Methods and techniques of auditing, verifying, balancing, and reconciling accounting records.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and

task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, and County Office policies and procedures relevant to assigned area of responsibility.
- Perform a variety of professional accounting and financial and budget analysis involved in reviewing, analyzing, auditing, reconciling, and maintaining assigned budgets.
- Provide technical advice in the development and implementation of budgets.
- Prepare and analyze comprehensive financial statements and reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.