

FISCAL DATA ANALYST II**DEFINITION:**

Under the direction of the Chief Financial & Transportation Officer (CFTO), performs specialized and confidential fiscal and attendance-related analytical work in the development, monitoring, and maintenance of District budgets and financial projections; researches, compiles, analyzes, and reviews complex fiscal, accounting, enrollment, and attendance data; prepares multiyear financial projections, financial analyses, and detailed ADA and enrollment reporting; supports budget development, negotiations, audits, and Board reporting; exercises independent judgment in accordance with established laws, policies, and procedures; and performs related work as required. In addition to performing senior-level fiscal and data analysis, this position integrates the District's Welcoming School District Standards, Leadership Collective Commitments, and Improvement Science practices into fiscal planning, analysis, and oversight.

QUALIFICATIONS:

A combination of education, training and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Additional experience, as outlined below, may be substituted for required education or specialized training on a year-for-year basis. A typical combination includes:

Experience:

- Minimum of five (5) years of progressively responsible in-depth fiscal, accounting, budget or financial analysis experience in a public school district or government agency.

Education:

- Bachelor's degree in Business Administration, Finance, Accounting, or a closely related field.
- Additional advanced college-level coursework in accounting or professional development in governmental accounting, public finance, data analysis or fiscal compliance is desirable.

DISTINGUISHING CHARACTERISTICS:

As a District leader, this position is expected to model and uphold the Folsom Cordova Unified School District's Welcoming School District Standards, Leadership Collective Commitments, and Process and Performance Targets by advancing equity-centered practices, applying improvement science, and fostering inclusive, data-driven decision-making to improve outcomes for students, staff, and families. The Fiscal Data Analyst II is the senior-level classification in the Fiscal Data Analyst series and is distinguished by the advanced complexity, confidentiality, and districtwide impact of the work performed. This position conducts highly complex fiscal, enrollment, and attendance analyses requiring advanced technical expertise and the regular exercise of independent judgment and discretion. The Fiscal Data Analyst II prepares and interprets multiyear financial projections; provides confidential fiscal analysis in support of District negotiations; prepares fiscal data and exhibits for Board closed session and executive-level decision-making; and ensures compliance with complex state and federal funding and reporting requirements. Due to the regular access to and analysis of highly sensitive and confidential information, including labor negotiations, Board closed session materials, fiscal strategy, and other restricted District data, this position is appropriately designated within the Confidential unit. The position serves as a subject-matter expert and informal lead, auditing the work of lower-level fiscal staff, providing technical guidance and coaching.

ESSENTIAL FUNCTIONS:

Under the direction of the Chief Financial & Transportation Office (CFTO), the Fiscal Data Analyst II responsibilities may include, but are not limited to the following:

Fiscal Analysis, Budget Development & Financial Management

- Prepare and analyze confidential fiscal data, reports, and exhibits for Board closed session items, including negotiations, financial strategy, and other sensitive matters, exercising discretion and independent judgment.
- Review past and current revenue and expenditure trends; prepare and maintain the District's multi-year financial projections.
- Perform complex calculations and analyses to prepare revenue and expenditure estimates for interim, annual, and long-range budget projections.
- Analyze state and federal funding and contractual requirements and provide guidance to ensure allowable use of funds, (including local programs, grants, and categorical programs) and compliance with applicable laws and regulations.
- Prepare, review, and certify complex fiscal, attendance, and programmatic reports required by state and federal agencies, ensuring accuracy, compliance, and adherence to submission timelines.
- Research, compile, analyze, and audit complex and technical accounting data and records; develop methods for the distribution of funds to school sites.
- Audit expenditures and requisitions to ensure appropriate use of funds.
- Assist in the preparation of interim and annual budgets, year-end closing, and independent audits.
- Prepare, review, and verify financial reports for state, federal, and other outside agencies; invoice external agencies as required.
- Reconcile revenues and expenditures, including cash receipts, accounts receivable, and accounts payable; research and trace transactions to identify and correct discrepancies.
- Maintain accurate, complete, and auditable fiscal records for categorical, restricted, state, federal, and locally funded programs.
- Assist in the preparation of Board agenda items related to budget, fiscal planning, and programmatic matters.
- Receive, review, and process budget documents within District financial systems, including budget revisions, expenditure transfers, journal entries, and cash transfers.
- Serve as a budget resource for District and site staff by assisting with budget preparation, revisions, clarification of budget rules, and resolution of budget issues; respond to inquiries as needed.
- Consult and communicate with District personnel and outside agencies to exchange information and resolve issues related to fiscal activities, audits, program operations, and budget rules and procedures.

Attendance, Enrollment & Student Data Analysis

- General oversight of short- and long-range enrollment and Average Daily Attendance (ADA) projections for the District; collaborate with Personnel Services to align projected staffing needs.
- Analyze the fiscal and programmatic impact of enrollment and attendance trends on District funding and staffing.
- Analyze, prepare, and review District ADA reporting for P-1, P-2, and annual submissions.

- Analyze CALPADS and other student data systems for the purpose of enrollment projections, fiscal planning, and decision-making.
- Compile, analyze, and prepare a variety of complex student, attendance, and statistical data reports to support budget development, program evaluation, and operational planning.
- Oversee the preparation and reporting of class size reduction data and class size penalties in accordance with state requirements.
- Use fiscal and enrollment data to inform coaching conversations with departments and leadership teams regarding resource allocation and efficiency.

Training, Technical Assistance & Other Duties

- Audit the fiscal work of assigned staff to ensure accuracy, compliance, and consistency with District standards; identify errors, trends, and training needs.
- Provide technical guidance, coaching, and corrective feedback to lower-level fiscal staff to improve quality, efficiency, and compliance of fiscal operations.
- Serve as a subject-matter expert and informal lead, supporting improvement science process targets within the fiscal department.
- Analyze and align fiscal resources to support District Performance Targets, including literacy, mathematics, college and career readiness, and systemwide connectedness.
- Support Process Targets by applying improvement science practices to fiscal workflows, data accuracy, reporting timelines, and internal controls.
- Assist in the development of training materials, procedure manuals, and handbooks related to fiscal and attendance reporting.
- Provide training and technical assistance for staff, including in-service training and periodic on-site support at schools and departments.
- Apply the District's Collective Commitments when conducting fiscal analysis by using data to adapt, adopt, or abandon financial practices in support of student achievement and wellness.
- Demonstrate accountability and care for people by providing clear, accurate fiscal guidance and coaching to site and department staff to improve fiscal decision-making and stewardship of resources.
- Engage in continuous learning and curiosity by collaborating with staff closest to the work to improve fiscal systems, processes, and outcomes.
- Perform related duties as assigned.

KNOWLEDGE:

- Generally Accepted Accounting Principles (GAAP), including California school district budgeting, accounting, and payroll practices.
- California School Accounting Manual (CSAM) and its application to school district financial operations.
- Standardized Account Code Structure (SACS), including reporting requirements and submission standards.
- School district finance and attendance funding structures, including the relationship between enrollment, ADA, and revenue.
- Financial, statistical, and accounting record-keeping methods applicable to public education agencies.
- Research methods, data collection techniques, fiscal, statistical, and enrollment data analysis.

- Preparation and presentation of complex financial, budgetary, and attendance reports and supporting documentation.
- Applicable federal, state, and local laws, codes, regulations, standards, policies, and procedures governing school district finance, attendance reporting, and categorical programs.
- Computer-based software applications that support this level of work, including word processing, spreadsheets, financial management systems, custom databases, and student information systems.
- Modern office practices, procedures, and equipment, including electronic records management and reporting tools.

ABILITIES & SKILLS:

- Analyze complex fiscal, accounting, enrollment, and attendance data and accurately interpret trends, impacts, and funding implications.
- Prepare multiyear financial projections, revenue and expenditure analyses, and budget forecasts.
- Prepare, review, and reconcile budgets, financial statements, attendance reports, and supporting documentation with a high degree of accuracy.
- Analyze ADA, enrollment, and staffing data and assess fiscal impacts on District funding and resource allocation.
- Apply laws, regulations, policies, and procedures related to California school district finance, attendance reporting, and categorical programs.
- Research, compile, audit, and evaluate technical accounting and statistical records and resolve discrepancies.
- Exercise independent judgment, discretion, and initiative in performing confidential fiscal and attendance-related work.
- Maintain strict confidentiality of sensitive fiscal, negotiation-related, personnel, and student data.
- Communicate complex fiscal and attendance information clearly and effectively, both orally and in writing, to administrators, staff, auditors, and outside agencies.
- Prepare clear, concise, and accurate reports, summaries, and Board-related materials.
- Use financial management systems, spreadsheets, databases, and student information systems to perform complex analytical work.
- Prioritize workload, meet deadlines, manage multiple assignments, and work effectively with minimal supervision.
- Provide technical assistance and training to District and site staff related to fiscal procedures and attendance reporting.
- Establish and maintain effective working relationships with District personnel and outside agencies.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws

and codes, rules, policies and other printed and digital materials, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

Essential functions require, with or without the use of aides:

- Mobility to move to counter, files, and other areas of the school or office.
- Sufficient vision to see small print.
- Sufficient hearing to hear normal and telephone conversations.
- Sufficient dexterity to write, operate a telephone, computer, and other business machines.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The noise level in the work environment is usually moderate.
- Work is primarily performed indoors in a standard office environment with regular interaction with District staff and the public.