LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Code 1963
Unit S

FACILITIES COST ANALYST

DEFINITION

Develops, supervises, and recommends procedures for obtaining and processing high volumes of cost and operations data from the Facilities Services Division using current database and fiscal system applications.

TYPICAL DUTIES

Monitors, controls, and commits funds using facilities applications systems, tracking software and database programs, or accounting software.
Analyzes historical and operational financial and fiscal data related to Facilities Services Division construction project budgets and expenditures.
Performs forensic data analysis to address audits and other inquiries related to construction-related financial activities.
Oversees and supports construction related budgeting, receivables, procurement, payments, and job costs.
Develops, analyzes, and maintains annual budget preparation and revisions.
Analyzes project financial data and reports to provide status updates and identify exceptions and determines expenditures for capitalization and processes settlement to asset under construction and to final asset accounts.
Monitors compliance and collection of financial data for State, federal, and local grants in order to meet fiduciary, statutory, and regulatory requirements.
Participates in preparing policies and procedures in the implementation of various State, federal, and locally funded facilities construction and modernization projects.
Develops analytical methods, procedures, and forms for obtaining operational data and recommends accounting controls.
Works collaboratively with and supports internal and external stakeholders in resolving procurement and disbursement issues.
Supervises invoice payments processing for Facilities construction and professional services contracts, and provides expertise in applying payments against contract terms and conditions and withholds.
Address audit and inquiries related to construction related financial activities.
Prepares revenue forecasts and reviews the recognition of revenue and expenditure data for budget preparation and budget control.
Prepares, reviews, and adjusts journal entries to record Facilities related financial transactions in the ledger.
Prepares special reports and studies pertaining to capital and facilities funds.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Facilities Cost Analyst analyzes Facilities Services Division financial data and summary reports related to construction, real estate, facilities support service, and assists with budget preparation.

A Senior Financial Analyst serves as a staff assistant to an administrator by independently conducting complex studies and making recommendations related to grant proposals, budget preparation and modification, expenditure analysis, and position control.

A Food Services Cost Analyst analyzes Food Services Branch data and summary reports concerning food and labor costs, operations, participation, cafeteria funds and expenditures; program subsidies and provides methods and procedures for the collection and analysis of Food Services Branch statistical data; and assists in budget preparation.

SUPERVISION

General supervision is received from Facilities Support Services Financial Specialist, or higher-level administrative staff. Supervision is exercised over Accountants, Building Program Accounting Technicians, Accounting Technicians II, and lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Accounting theory, practices, and procedures
- Statistical analysis
- Budgetary practices and procedures
- Techniques of cost analysis as applied in construction management
- Construction concepts and terms
- Database applications/computerized accounting and budget systems
- Computerized data processing and its application to cost control and management reports and analysis
- Principles of supervision and training

Ability to:

- Prepare clear and concise reports containing a variety of financial and administrative data
- Devise a variety of methods, procedures, and systems to resolve budget, financial, and administrative problems
- Analyze complex information, present reports to management for executive decision making, and make recommendations
- Develop and improve methods and procedures for obtaining information and comparing cost data
- Direct financial, fiscal, and statistical studies
- Communicate effectively, both orally and in writing
- Work effectively with District personnel, representatives of other organizations, and the public
- Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
- Supervise and train subordinates
- Maintain confidentiality

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in accounting, public or business administration, or economics. It is preferable that degrees in non-accounting-related majors be supplemented by college-level courses in accounting.

Experience:

Three years of experience in financial analysis, budgeting, cost accounting or auditing, including analysis of income and expenditure statements, budgets, or cash flow. Experience in project cost-accounting for a large-scale construction company and use of computerized accounting and budget systems is preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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HV

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10-29-26
Transportation
Language Only