SAN YSIDRO SCHOOL DISTRICT

TITLE: Fiscal Services Analyst
REPORTS TO: Chief Business Official
DEPARTMENT: Business
CLASSIFICATION: Confidential
FLSA: Non-Exempt
SALARY: Confidential Salary Schedule (Steps 14-18)
Created: Revised November 2026
Board Approved: November 12, 2026

BASIC FUNCTION: Under the direction of the Chief Business Official, perform complex budgeting, accounting, payroll-related fiscal oversight, and financial reporting activities; establish, analyze, maintain, and audit fiscal records for all District funds; provide complex and confidential business services analytical support; prepare confidential budget and payroll materials associated with collective bargaining; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This description is not intended to be exhaustive but reflects the principal job elements.

- Monitor assigned activities and tasks for adherence to District procedures and requirements; serve as a primary liaison for program-related questions and concerns.
- Plan, organize, and participate in District accounting and financial management, including auditing, budgeting, general ledger and program accounting, payroll, accounts payable, and accounts receivable.
- Administer District budgets; develop long-range revenue projections and expenditure forecasts; analyze capital and operating proposals; coordinate and support District audits and year-end closing; exercise budgetary control over approved budgets.
- Organize and prepare annual adopted budgets, unaudited actuals, interim reports, and other financial and statistical reports; verify accuracy, completeness, and clarity; advise school sites and departments on financial matters.
- Analyze and process budget adjustments, revisions, and transfers; process department budget table updates; prepare and post journal vouchers and entries; perform bank reconciliations.
- Perform construction project accounting, including General Obligation Bond project accounting, budgeting, and financial reporting.
- Monitor revenues, budgets, expenditures, compliance, and reporting for state and federal grants, entitlements, and categorical/restricted programs, including Title I, II, III, Special Education, Child Development, and Child Nutrition; request payments and submit required financial reports.
- Establish, analyze, maintain, and reconcile accurate and auditable fiscal records for District programs, accounts, and budgets.
- Assist with high-level payroll and accounting functions; regularly monitor and clear payroll suspense and investigate related discrepancies.
- Assist District personnel with budget development, implementation, control, account numbers, funding sources, and appropriate expenditure procedures; participate in budget meetings.
- Create account numbers for programs and apply Standardized Account Code Structure (SACS) requirements.
- Examine fiscal documents, records, forms, and system reports for accuracy, completeness, and compliance with applicable rules; research and resolve errors and discrepancies; prepare related correspondence.
- Prepare cost estimates and compile confidential budget and payroll documents for collective bargaining.
- Develop and support Finance department goals, policies, standards, internal controls, and improved procedures; coordinate implementation of new fiscal projects and measures.
- Coordinate preparation and maintenance of narrative and statistical reports, records, and files; process and distribute documents in accordance with administrative guidelines and applicable program requirements.
- Update forms, proofread and edit fiscal documents, and maintain the security and confidentiality of sensitive District data.
- Conduct research and special projects; gather documentation and use spreadsheets for budget preparation, analysis, and reporting.
- Conduct Associated Student Body (ASB) audits.

- Work cooperatively with administrators, department heads, and District personnel; provide staff training on business services, fiscal processes, and related procedures.
- Attend workshops, training sessions, and meetings; prepare and deliver presentations to the Governing Board and District committees.
- Perform other related duties as assigned.

KNOWLEDGE OF:

- District organization, operations, policies, procedures, objectives, and applicable collective bargaining agreements.
- PeopleSoft HCM and Finance, including payroll-related fiscal functions and budget tables.
- California School Accounting Manual (CSAM), SACS, and applicable Education Code provisions, laws, and regulations.
- Technical accounting, budgeting, payroll, financial reporting, internal controls, audit principles, and cash-flow projections.
- Local Control Funding Formula rules, procedures, formulas, and calculations.
- Budget development, grant accounting, financial and statistical recordkeeping, account maintenance, and reconciliation.
- Spreadsheet, word processing, and specialized financial software.

ABILITIES:

- Establish and maintain effective working relationships and communicate clearly, orally and in writing, with individuals from diverse backgrounds.
- Work independently, maintain confidentiality, manage competing priorities, and meet established deadlines.
- Perform complex accounting, budgeting, payroll-related fiscal analysis, and accurate mathematical calculations.
- Maintain and reconcile accurate financial and statistical records and analyze financial discrepancies.
- Interpret, apply, and explain applicable policies, procedures, laws, and regulations.
- Use financial systems and office software to prepare reports, process documents, maintain accounts, and share data.
- Analyze situations accurately, recommend solutions, and provide effective training and technical assistance.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

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

WORKING CONDITIONS:

The employee works under typical office conditions with generally quiet to moderately quiet noise levels and may travel 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; dexterity of hands and fingers to operate office equipment; retrieving stored files; and lifting light objects.