

FISCAL ANALYST**DEFINITION:**

Under supervision of the Accounting Manager, performs accounting and financial functions in the maintenance of the District's ledgers and records; prepares analytical work for the Business Division and assists in the planning and operation of the School District's fiscal activities; performs a variety of internal audit functions; maintains a variety of State, Federal and District financial reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Accounting Manager in the procedures, planning, organization, supervision and implementation of the financial accounting record management.
- Assist Accounting personnel in the development of computer accounting and financial data.
- Provide information and technical assistance pertaining to accounting procedures, controls and District policies to District staff.
- Analyze and plan financial activities including statistical information relating to facilities funds, state, federal and local programs.
- Analyze data, prepare tables and charts and draft reports for use in fiscal planning for the District.
- Audit District financial records and reconcile balances to county fund ledger reports.
- Maintain the general ledger and subsidiary ledgers. Post, reconcile and monitor journal entries and make appropriate transfers as necessary.
- Audit and post accounts payable, accounts receivable, payroll and benefit transactions.
- Prepare monthly, quarterly, and annual financial reports.
- Assist with required state and county financial reports to include: year-end accrual reports, School Accountability Report Card, State Franchise and Use Tax Reports, Mello Roos reports, cash flows and Facilities oversight committee reports.
- Assist in coordinating activities with auditors in the examination of the District's financial transactions.
- Assist in the maintenance of the State Account Code Structure (SACS) and the District chart of accounts as it applies to District financial data.
- Communicate with outside agencies regarding bank transactions and other financial related issues.
- Assist in the monitoring of the associated student body (ASB) accounts and funds.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Principles, methods, and procedures of School District computer-assisted accounting, budget and financial reporting, including the State Account Code Structure (SACS); understanding of governmental accounting principles and procedures; correct English usage, spelling, grammar and punctuation; modern office methods; current procedures and practices in office automation.

Ability to:

Analyze, interpret, and apply complex and technical operational procedures, policies, rules and regulations and legal provisions applicable to accounting management functions and activities; oversee procedures applicable to accounting, auditing, disbursing, and budget operations; instruct, train and supervise personnel in accounting methods and procedures; communicate effectively both orally and in writing; understand and follow oral and written directions and establish and maintain effective working relationships.

Experience:

Four years of increasingly responsible accounting experience which would provide the applicant with the knowledge and abilities listed above.

Education:

Graduation from high school, courses in accounting, finance, and computer related operations preferred.
Bachelor's degree from an accredited college or university preferred.

Physical Performance Requirements:

Light: Standing, walking or sitting much of the time with some bending, stooping, squatting and twisting. Light lifting frequently involved.

Licenses:

Possession of a valid California Driver's License.

Board Approved: July 14, 2016

Revised/Board Approved: September 13, 2018