

FISCAL AND TECHNICAL ANALYST

BASIC FUNCTION

Coordinates and performs the full range of professional and technical accounting and budget analysis functions for an assigned college; prepares, analyzes, and maintains budgets for college fiscal resources; conducts budget and financial research and analysis; prepares high level technical analysis which includes statements and reports for college wide programs and departments; provides guidance and professional support to administration, faculty, and classified professionals with cost analysis, fiscal allocation, and budget preparation.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Fiscal series is responsible for independently performing professional duties in support of the District's budget and financial accounting systems. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Employees in the classification rely on experience and judgment to analyze budgetary and financial documentation. Assignments are given with general guidelines. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs the full range of budget and financial analysis duties within an assigned college; reviews, analyzes, audits, reconciles, monitors, and maintains assigned funds, budgets, and accounts; develops and forecasts budget recommendations using historical trend analysis.
2. Advises and reviews college revenue and expenditures; balances and audits accounts for appropriate use of funds and makes necessary adjustments; coordinates year-end closing process and mid-year and annual reporting.
3. Initiates and/or reviews financial forms related to fiscal operations; verifies funding accuracy and initiates corrections as needed; creates templates to streamline college processes and to ensure accuracy; ensures all contract documentation is appropriately submitted.
4. Analyzes resource requests in the financial management system based on program review; reconciles expenditures in the financial management system and personnel actions; updates system to determine outstanding requests for consideration by the appropriate committees.
5. Develops, maintains, and audits a variety of financial and statistical reports, statements, and records related to assigned funds and accounts, including capital budgets, grants, categorical funding, and reports to ensure accuracy, completeness, and compliance with established guidelines, laws, policies, procedures, and Generally Accepted Accounting Principles (GAAP).
6. Supports the accounting and recordkeeping of grants post-award cycle; submits budget resolutions; requests general ledger accounts; monitors grant expenses; audits fund drawdowns and prepares expenditure reports; and ensures that funds are expended as planned.
7. Compiles financial data for the completion of the accreditation report for the college and District for budgetary compliance and coordinates with colleagues to ensure consistency of reporting.
8. Conducts financial analysis, performing calculations, forecasting, and planning for college resources.

9. Conducts training on business processes and prepares training materials, creates templates, and provides training in computerized financial systems.
10. Participates in District-provided in-service training programs.
11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Operations and services of a comprehensive financial services program.
2. Generally accepted accounting principles and government auditing standards.
3. Governmental and/or fund accounting principles and procedures.
4. Principles of budget preparation, analysis, and monitoring.
5. Methods and techniques of auditing, verifying, balancing, and reconciling accounting records.
6. Operational characteristics and general principles and practices of financial management systems data processing.
7. Research and reporting methods, techniques, and procedures.
8. Principles and practices of technical report writing and preparation of business correspondence.
9. Principles and practices of fiscal, statistical, and administrative recordkeeping and reporting.

Ability to:

1. Perform a variety of professional financial duties involved in reviewing, analyzing, auditing, reconciling, and maintaining assigned accounts.
2. Prepare and analyze comprehensive financial statements and accounting reports.
3. Calculate, post, audit, and adjust journal entries including income and expenditures.
4. Reconcile various fiscal statements to ensure accurate fund accounting.
5. Analyze financial data and draw sound conclusions.
6. Conduct research, identify trends, and forecast needs.
7. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
8. Make accurate arithmetic, financial, and statistical computations.
9. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
10. Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed, including State Budget and Accounting Manual and California Education Code.
11. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
12. Exercise independent judgment within general policy and procedural guidelines.
13. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
14. Communicate effectively in the course of performing work tasks.
15. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
16. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
17. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

A bachelor's degree with coursework in accounting, finance, public administration, statistics, business administration, or a related field and five (5) years of professional accounting experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

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 classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Employees 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 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

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 individuals in interpreting and enforcing departmental policies and procedures.