

Sonoma County Office of Education – Job Description

Classified Management

District Fiscal Analyst

Definition:

Under the direction of the Director of External Fiscal Services, provides highly responsible and complex accounting and financial support for school districts and charter schools, supports District Fiscal Management Advisors to process financial transactions and fulfill requirements of AB1200; and fiscal oversight to school districts and charters on financial matters.

Distinguishing Characteristics:

Under the direction of the Director of External Fiscal Services, provides highly responsible and complex accounting and financial support for school districts and charter schools, supports District Fiscal Management Advisors to process financial transactions and fulfill requirements of AB1200. May provide fiscal oversight to school districts and charters on financial matters in coordination with the District Fiscal Management Advisor or Director of External Fiscal Services.

Supervision Exercised and Received:

Employees in this class receive general supervision from the Director of External Fiscal Services in the area assigned, within a broad framework of policies and procedures.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Review district's/charter school's budgets and financial reports for fiscal oversight related to AB1200
- Review districts/charter school's bargaining agreements.
- Review and examine school district's financial statements.
- Design, create and compile a variety of complex reports and financial documents for analysis purposes.
- Perform internal audits as needed.
- Extensive analytical and interpretive communication.
- Perform detailed functions relating to budget development, control and analysis
- Review interim reports for fiscal solvency. This includes review of cash flow analyses for school districts; review evaluations of district business and fiscal operations and conditions, including revenue projections and calculations, program and district/charter budgets and reports for apportionments, attendance and year-end closing statements. Review collective bargaining agreements to ensure compliance with AB 1200 requirements. Provide review and analysis to District Fiscal Management Advisors for recommendations to districts and charters.
- Keep current with Local Control Funding Formula (LCFF) and Local Control Accountability Plans (LCAP) regulations and test validity of collected data and reconcile district LCFF entitlements.
- Advise school districts/charters on appropriate attendance accounting procedures.
- Prepare and present oral and written presentations.

- Provide analysis and review in support of advisory services and fiscal oversight on financial matters and financial transactions. Keep current on school accounting and finances issues, laws and the state budget to support and fulfill requirements of AB1200 county office fiscal oversight.
- Prepare and/or assists in the preparation of the annual budget; interim reports, year-end close and unaudited actuals in addition to modifying or updating budgets.
- Act as a resource person providing information and assistance to in-house staff and school district/charter school personnel.
- Review incoming documents from either school districts or charter schools for the purpose of verifying coding and/or correctness of transactions; takes appropriate action in case of error.
- Effectively monitor accounting for categorically funded projects.
- Prepare and/or assists with year-end closing and in the preparation of adjusting entries.
- Review school district LCAP to determine if there are sufficient expenditures in their adopted budget to implement the LCAP and adhere to the expenditure requirements for funds apportioned for its unduplicated pupil count.
- Work collaboratively with other External Services staff, County Office departments, agencies and districts to support an interactive LCAP review process.
- Attend and/or participate in a variety of meetings.
- May provide analysis, training and direct support on use and tracking of bond funds, State Facility Program, and other facility funds.
- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- Accounting, budgeting, financial analysis and research techniques as they apply to school districts/charters.
- Computer information systems operations, capabilities and applications relating to accounting, budget development and financial management.
- Financial and statistical analysis techniques and principles.
- Preparation of financial statements and comprehensive accounting reports. Accounting, budget and business functions of an educational organization.
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures, methods and equipment. Basic office methods, practices and procedures including financial record keeping.
- ESCAPE accounting systems is preferred.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources.
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
- Maintain an orderly work environment and perform tasks in prescribed and safe manner.
- Establish and maintain cooperative-working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.

- Be flexible and receptive to change.
- Work independently with intermittent direction. Meet schedules and timelines.
- Communicate effectively both orally and in writing. Prepare and deliver oral presentations.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Apply the principles of governmental budgeting, auditing and accounting.
- Comply with laws and regulations applying to school district accounting operations.
- Conduct financial analysis and do other statistical research.
- Utilize online fiscal accounting systems.
- Plan, implement and participate in the preparation of accounting reports.
- Accurately check, verify and analyze a variety of accounting data and draw sound conclusions.
- Prepare Standardized Account Code Structure (SACS) financial interim reports, Adopted Budgets, Unaudited Actuals and year-end close accounting entries.
- Prepare clear and concise financial and accounting analysis reports. Interpret, apply and explain rules, regulations, policies and procedures.

Computer Skills:

- Ability to operate a computer and assigned software to enter data, maintain records and generate reports, including but not limited to SACS financial reporting system, ESCAPE financial system, Microsoft Word, Excel and PowerPoint.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Bachelor’s degree from an accredited institution with a major course work in accounting, business administration or related field, **OR**
- Two years accounting experience in an educational organization, including work with governmental budgetary and fiscal systems, models and procedures.

Experience:

- Increasingly responsible, technical accounting or auditing experience, preferably including some experience in a California public school district, county office of education, community college, government or equivalent work setting.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier and other equipment and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.

- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.

Work environment:

- Work is performed in an office environment with minimal exposure to health and safety considerations.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance and possible participation in the DMV Pull Notice Program once employed.

Other:

- Adopted: January 28, 2019
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Personnel Commission