

Sonoma County Office of Education – Job Description

Classified Management

INTERNAL FISCAL SERVICES ANALYST

Definition:

To participate in the establishment and maintenance of accounting systems and procedures for the Sonoma County Office of Education to provide fiscal information to others and to perform related duties as assigned.

Distinguishing Characteristics:

This job class requires knowledge of governmental accounting procedures, practices and methods and is responsible for exercising independent judgment and decision-making skills regarding standard accounting procedures for the County Office. .

Supervision Exercised and Received:

Employees in this class receive general supervision from the Director of Internal Fiscal Services, 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:

- Performs professional and technical accounting work in the maintenance of financial records and preparation of financial reports for the County Office.
- Prepares and/or assists in the preparation of the annual budget; modifies or updates department, JPA and SELPA budgets for the County Office.
- Audits payroll and reviews the work of Internal Fiscal Services staff.
- Ensures adequate fiscal controls and audits cash procedures and other fiscal processes.
- Assists in the design, modification or update of budgeting and accounting systems and procedures.
- Acts as a resource person providing information and assistance to departments, JPA and SELPA..
- Assists Director, Internal Fiscal Services in the preparation and review of all official fiscal reports for various agencies, including official budget and expenditure reports to State and federal agencies and other official fiscal reports on behalf of all County Office departments, JPA and SELPA.
- Processes, analyzes and completes a variety of financial documents and reports including grant and special education funding reports.
- Analyzes and reviews funding sources in order to maximize revenues.
- Works collaboratively with department supervisors and fiscal support staff in facilitating workflow, reviewing and auditing transactions and developing specialized budgets..
- Reviews incoming documents from County Office departments for the purpose of verifying coding and/or correctness of transactions; takes appropriate action in case of error.
- Oversees preparation of interdepartmental transactions and special project transactions.
- Effectively monitors accounting for categorically and grant funded projects.

- Prepares and/or assists with year-end closing and in the preparation of adjusting entries.
- Audits data on various reports submitted to the County Superintendent.
- Oversees the preparation and implementation of all County Office employee salary schedules.
- Provides financial training to new staff.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Governmental budgetary preparation and control.
- Modern accounting principles, practices and procedures.
- Governmental accounting and auditing procedures, requirements, standards and regulations.
- Data processing as it relates to financial record keeping.
- Payroll as it relates to School Business
- California State School finance laws and regulations.
- Basic office methods, practices and procedures including financial record keeping.

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.
- 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 accounting operations.
- Conduct financial analysis and do other statistical research.
- Utilize online financial 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.

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
- Three 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.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, 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:

- Revised: 06/25/2018
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented Management
- Approved by: Personnel Commission