

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

CLASS TITLE: FINANCIAL ANALYST

BASIC FUNCTION:

Under the direction of the Financial Services Manager, perform a variety of professional accounting duties involved in reviewing, analyzing, auditing, reconciling, maintaining and adjusting designated school district accounts and budgets; establish, analyze, audit, reconcile and maintain manual and automated financial records; prepare and audit a variety of financial, statistical and budgetary reports and statements.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Perform a variety of professional accounting duties involved in reviewing, analyzing, auditing, reconciling, maintaining and adjusting designated school district accounts and budgets; assure financial activity of assigned accounts and budgets complies with applicable standards, requirements, laws, codes, rules, regulations, policies and procedures.
2. Research, review, compile, prepare, calculate, analyze and revise financial and statistical data related to assigned accounts, budgets and activities; compare and reconcile ledgers, statements, records, documents and reports to identify errors and discrepancies; research, investigate, resolve and assist school districts with financial issues, errors and discrepancies.
3. Prepare, maintain and audit various financial and statistical reports, statements and records related to accounts, funds, budgets, income, expenditures, cash flow, reconciliations, apportionments, grants, balances and assigned activities; review and analyze fiscal statements, records and reports to assure accuracy, completeness and compliance with established guidelines, time lines, standards, requirements and Generally Accepted Accounting Principles; make corrections as needed.
4. Review, audit, analyze, reconcile and adjust school district budgets and accounts; calculate, post, audit, code and adjust journal entries; update accounts to reflect revenue and expenditures; balance accounts; audit income, expenditures and others transactions for errors and make appropriate adjustments; process account and budget transfers, deposits, adjustments and other transactions.
5. Provide consultation to school district administrators and personnel concerning accounting and budgetary functions; respond to inquiries and provide detailed and technical information concerning related accounts, budgets, standards, principles, practices, transactions, records, reports, requirements, laws, codes, regulations, policies and procedures.
6. Input, download and extract a wide variety of financial and statistical data in an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy of input and output data.

7. Provide administrative support in the review, preparation, development and revision of designated school district budgets as assigned; prepare income, expenditure and cash flow projections; analyze costs and provide recommendations concerning budgetary allocations and controls as directed.

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8. Process a variety of special transactions such as overdrafts, year-end procedures, journal vouchers, 1099's and wire transfers; process and evaluate a variety of fiscal forms and applications as required; prepare, review and evaluate various financial documents, informational materials and correspondence as assigned.
9. Audit and verify accuracy of account balances for school districts; determine and advise school districts concerning appropriate distribution of apportionments.
10. Communicate with administrators, personnel, school districts and various outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
11. Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to conduct work.
12. Assist in assuring mandated reports, records and data are completed and submitted to appropriate agency or personnel according to established time lines; participate in year-end closing functions as assigned.
13. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in professional accounting work.
Generally accepted accounting and auditing principles, practices and procedures.
Analysis of complex financial statements and reports.
Financial and statistical record-keeping techniques.
Preparation of financial statements and comprehensive accounting reports.
Preparation, review and control of assigned accounts.
General accounting, budget and business functions of an educational organization.
Policies and objectives of assigned programs and activities.
General theory and application of budgetary planning and control in a school system.
Financial analysis and projection techniques.
Record retrieval and storage systems.
Research and statistical evaluation techniques.
Applicable laws, codes, regulations, policies and procedures.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of professional accounting duties involved in reviewing, analyzing, auditing, reconciling, maintaining and adjusting designated school district accounts and budgets.
Prepare and analyze comprehensive financial statements and accounting reports.
Maintain accurate financial and statistical records.

Provide administrative support in the review, preparation and development of budgets as assigned.

Calculate, post, audit and adjust journal entries including income and expenditures.

Provide consultation to school districts concerning accounting and budgetary functions.

Reconcile various fiscal statements to assure accurate fund accounting as assigned.

Utilize a computer to input data, maintain automated records and generate computerized reports.

Compare numbers and detect errors efficiently.

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ABILITY TO: (Continued)

Evaluate financial and budgetary data and prepare forecasts and recommendations.

Identify, research, investigate and resolve financial issues, errors and discrepancies/

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Determine appropriate action within clearly defined guidelines.

Meet schedules and time lines.

Plan and organize work.

Operate standard office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or related field and two years professional accounting experience performing varied financial analysis, record-keeping and report preparation duties including work auditing and budget development functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

APPROVED BY PERSONNEL COMMISSION: July 20, 2005