

VACAVILLE UNIFIED SCHOOL DISTRICT

**SUBJECT: Financial Analyst
Job Description**

CLASSIFICATION: Classified Management

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To perform a variety of independent technical and analytical duties in the areas of budgetary analysis and development, position control, attendance accounting, and financial management. Employees in this job classification report to the Director of Fiscal Services and are responsible for exercising independent judgment and decision-making abilities regarding standard accounting procedures for the District.

ESSENTIAL JOB FUNCTIONS

Performs difficult professional budgetary and accounting duties in the maintenance of District budgets and financial records.
Plans and performs a variety of complex budget and fiscal simulations, analyses, and calculations.
Reviews all new categorical programs and grants.
Implements program budget revisions in accordance with grant specifications.
Works with program and site administrators to facilitate staff training in the development, implementation, and revision of budgets and related financial matters.
Initiates, completes, evaluates, and validates a variety of State, Local, and Federal reports and financial statements.
Develops recommended Board Policies, Administrative Regulations, and Systems and Procedures for fiscal management.
Performs financial and operations audits as assigned.
Analyzes financial and budgetary statements; identifies trends and concerns with recommended solutions.
Communicates with various departments and outside agencies to assure compliance, resolve issues or concerns, and exchange information.
Analyzes and evaluates automated financial systems designs, computer-generated financial reports, and other automated programs integrated with the primary financial system.
Prepares special financial reports and statistical analyses as directed including cash flow, legality of expenditures, and budget procedures.
Develops and maintains comprehensive statistical data; prepares periodic budgetary reports and statements.

ADDITIONAL JOB FUNCTIONS

Assists the Projects and Accounting staffs with various responsibilities.
Assists in preparing financial statements and other statistical reports as necessary.
Assists with budget preparation, revision, and transfers throughout the year.
Verifies balances and adjusts accounts.
Provides work direction and guidance to assigned personnel.
Performs research and data gathering and analysis.
Prepares oral and written reports.
Performs related duties as assigned.

EMPLOYMENT STANDARDS

Requires knowledge of:

- Accounting principles and practices.
- Laws and regulations related to District accounting and budgeting.
- Proper office methods, procedures, and terminology used in financial and statistical record keeping and reporting.
- Operation of computer terminal, 10-key, calculator, and standard office equipment.
- Methods of procedures used in government funding.

Computer technology and techniques of utilizing financial, accounting, database query, and reporting software.
Oral and written skills.
District organization, operations, and policies and objectives.

Requires ability to:

Meet District standards of professional attitude and effective leadership.
Demonstrate proficiency in the use of microcomputers including electronic spreadsheet and data base utilization.
Perform assigned functions without supervision.
Analyze, interpret, and prepare financial statements and reports.
Maintain accurate financial and statistical records.
Perform arithmetical calculations rapidly and accurately.
Perform technical accounting duties related to assigned fiscal programs and activities.
Establish and maintain complex financial records.
Analyze accounting and financial data and prepare clear and accurate financial statements and reports.
Learn and apply provisions of the Educational Code, School Accounting Manual, and other State and Federal Regulations.
Maintain effective relationships with those contacted in the performance of required duties.
Operate a variety of machines and equipment, including computer and calculator.
Perform statistical typing accurately.
Work independently with little direction.
Meet schedules and time lines.

May require ability to:

Be bonded.

EXPERIENCE AND EDUCATION

Any combination equivalent to Bachelor's Degree in accounting, finance, business administration, or a closely related field, and three years professional experience in school district accounting, budgeting, and/or financial management, or closely related field.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential job functions.

Sufficient vision to read printed material.
Sufficient hearing to hear conversations in person and on the telephone.
Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone.
Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
This type of work requires occasional or frequent standing, walking, sitting, twisting, reaching, and kneeling for extended periods of time.
Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate mechanical equipment, and move about the work area.