
Position:	Financial Analyst II	FLSA:	Exempt
Department/Site:	Budget and Finance	Salary Grade:	37
Reports to/Evaluated by:	Assistant Director of Budget and Finance	Salary Schedule:	Classified Management

SUMMARY

Under general direction plans, organizes and effectively manages an assigned area. Perform a variety of technical and analytical duties in the areas of budgetary analysis and development, position control, and financial management; provide timely delivery of high quality services to meet the needs of the sites and departments; ensure accurate and timely financial reports including interim and year-end reporting; Performs complex fiscal related work according to generally accepted accounting principles, established administrative procedures, departmental guidelines, and regulatory requirements applicable to the position. Position exercises technical thought and analysis in financial management to produce reports and recommendations.

DISTINGUISHING CAREER FEATURES

The Financial Analyst II is a is regarded as a high-level fiscal analyst, with orientation towards budget and financial planning, The Financial Analyst II requires a demonstrated ability to produce financial reports, administer and monitor position control systems and facilitate budget development and maintenance. The Financial Analyst II requires the ability to communicate financial information accurately and concisely to all stakeholders. Work is complex and technical in nature and is performed independently, guided by California Education Code, Board Policy, Standardized Account Code Structure (SACS) and standard operating procedures. Advancement to this position could be lateral or through the budget and finance ladder. Advancement would require additional education or experience. Prospective incumbents must have a high level of technical and fiscal experience and training. Advancement from Financial Analyst II is possible with the proper level and variety of leadership experience, knowledge, and formal education.

ESSENTIAL DUTIES AND RESPONSIBILITES

- Prepare, plan and perform a variety of complex budget and fiscal models, analyses and calculations to ensure accuracy of information.
- Initiate, complete, evaluate and validate a variety of state, local and federal reports and financial statements in a timely manner to ensure accuracy and completeness; coordinate the collection of data through computer-generated reports; compose correspondence and maintain records.
- Researches and gathers information about program expenditures within various funds. Works with stakeholders to develop and critique budget proposals. Implements the approved budget and integrates it into the financial systems.

- Reviews and posts journal entries for disbursements, receipts, and adjustments. Reconciles a variety of accounts to the general ledger such as, but not limited to, cash, accounts payable, accounts receivable, allocations, and payroll. Reviews, coordinates, and performs monthly/annual closing and post-closing adjusting journal entries.
- Interprets and explains fiscal policies and guidelines to employees, sites and departments. Assists staff in the understanding and application of fiscal responsibilities, policies and procedures.
- Collaborate with leaders and staff from other departments on issues and problems related to assigned area.
- Initiate, complete, evaluate and validate a variety of state, local and federal reports and financial statements in a timely manner to ensure accuracy and completeness; coordinate the collection of data through computer-generated reports; compose correspondence and maintain records.
- Assists with internal and external audits in the analysis of financial records and transactions.
- Identify, and participate in maintaining, sound internal accounting controls. Applies preestablished accounting controls to balance sheets, fund accounts and special accounts according to generally accepted accounting principles.
- Maintains current knowledge of the State's Standardized Account Code Structure (SACS), ensuring the District Chart of Accounts is up to date and compliant.
- Files Federal, State and local budget reports as required. Prepares various ad hoc and regular recurring budgetary and fiscal reports including interim and annual reports for assigned funds as required by the State.
- Prepares multi-year projections, cash flow projections and monitors the cash of assigned funds.
- Monitors fund balances and produces variance reports to inform stakeholders of financial performance. Analyzes budget reports to ensure expenditures do not exceed appropriations, revenues are recorded, and expenses are managed on a timely basis.
- Monitors the District's position control processes including allocation of positions to various programs and funds.
- Serves as a resource for questions regarding budgets, position control, and related information. Provides technical expertise and direction related to budget and staffing issues and discrepancies.
- Prepare, train and provide direction to sites and departments to ensure comprehension of procedures and processes related to assigned duties.
- Monitors inter-fund transfers, budget adjustments, and encumbrances in the general ledger, to comply with established policies, rules, and procedures.
- Maintains current knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and California School Accounting Manual (CSAM) in order to comply with industry standards and regulations.

- Performs other duties as assigned that support the goals of the department and the Strategic Plan of the District.

QUALIFICATIONS

Knowledge and Skills: Knowledge of the principles and procedures of accounting and finance with additional expertise in budget preparation, administration and position control. Comprehensive understanding of District operations, policies, procedures, and goals with knowledge of District financial processes and programs. Knowledge of Federal, State and local laws and regulations applying to District budget and financial operations. Requires enough human relation skills to convey personal and technical information to all levels of staff. Requires strong communication skills, both oral and written, as well as presentation skills to explain complex information and train staff in financial processes.

Abilities: Requires the ability to perform all aspects of the position. Must be able to prepare clear, complete, and concise financial records. High-level Excel skills, including ability to work with formulas, perform v-lookups, modify and create pivot and data tables. Requires the ability to think outside the box, analyze situations, develop and adopt effective solutions. It is imperative that the incumbent be able to organize and prioritize work in order to meet rigid schedules and financial timelines.

Physical Abilities: Requires enough hand coordination to use a keyboard for routine typing and data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.

Education and Experience: Bachelor's degree in accounting or related field required supplemented by three (3) or more years of relevant experience in accounting, budgeting, public financial management or closely related field required. Experience in a school business or accounting office is preferred. Additional work experience may be substituted for higher education.