



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Financial Analyst

JOB SUMMARY

Under general supervision, performs complex financial record keeping and analytical duties in the areas of budgetary analysis and development and position control; compiles information, data for District budget preparation; prepares a variety of financial reports and reimbursement claims.

CLASS CHARACTERISTICS

Positions in this classification apply advanced in-depth technical and professional knowledge of fund accounting and fund management practices. This is a most senior level non-management position having significant responsibility for performing professional financial and statistical research and analysis, primarily related to budget development and monitoring, long-range fiscal planning and other assigned tasks. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Director of Fiscal Services.

REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Develop accounting procedures and forms necessary to comply with laws, policies, directives, requests and mandates;
- Gather data and information necessary for the preparation of assigned portions of the District budget;
- Reconcile payroll related general ledger accounts; prepare monthly reports based on Personnel and Payroll data, make corrections as necessary;
- Resolve accounting reconciliation exceptions for accounts receivable, payable, general ledger and payroll;
- Compile, summarize and prepare a variety of reports of district-wide student attendance accounting information for submission to District administration, County and State offices;
- Set up and ensure all authorized positions are reflected in the position control system; review and process personnel requisitions, verify adequate budget for positions and make adjustments as necessary;
- Review budget documents and budget revisions to ensure completeness, and accuracy of mathematical computations; resolve budget and position control discrepancies, verify available funding, approvals, appropriate budget codes and provide budget authorization;
- Develop and prepare various reports required by District staff, the County Department Education of Education, state and federal governments, and other outside agencies.

Other Related Duties:

- Receive funding allocations from State or Federal sources for entitlement and/or grant awards for categorical programs and prepare individual site program budgets;
- Research, compile data, and prepare documents to generate and report on categorical/grant funds for the District;
- Develop and update the District's Chart of Accounts, establish pseudo-numbers and appropriate object codes for each grant, project or entitlement, prepare data processing input to establish and modify budgets, transfer funds and establish accounts;
- Assist in coordinating year end closing procedures, reconcile grants and entitlements, and complete year end reports as required;
- Gather, relate, and interpret data for audits;
- Perform financial and statistical studies, basic and specialized financial research.

SUPERVISION

General supervision is received from the Director of Fiscal Services.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Methods, principles and practices of budgeting, accounting statistics, financial reporting and record keeping;
- Legal and reporting requirements of school district financial operations;
- Laws, ordinances, and regulations affecting the operation of accounting principles, and practices and their application;
- Financial and/or budgetary reports and statements for District funds;
- Principles of business administration and personnel management;
- Business math;
- Modern office practices, procedures, terms and equipment including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette.

Ability to:

- Work independently in developing District budget and accounting systems and procedures;
- Apply analytical and statistical principles and procedures to resolve budgeting, accounting or payroll problems;
- Rapidly learn the County and student accounting systems and/or other job specific software systems;
- Do original and secondary research with accuracy, objectivity;
- Prepare comprehensive, clear, concise reports;
- Follow complex and technical oral and written instructions with precision and exercising sound judgment;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Confer with groups and individuals effectively explaining budgetary and fiscal planning procedures;
- Review, check, verify and/or reconcile the accuracy of accounting or payroll records;

- Operate a wide variety of office equipment associated with making calculations and maintaining accounting records including the use of a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Rapidly learn the computerized student attendance accounting system and/or other job specific software systems;
- Perform business mathematics.

EMPLOYMENT STANDARDS

Education

- High school diploma or equivalent.
- A Bachelor of Arts Degree in Financial Administration and/or Accounting may be substituted for two (2) years of the four (4) years of required experience.
- An Associate of Arts Degree in Accounting or related field may be substituted for one (1) year of the required experience.

Experience

- Four (4) years of experience in budgetary financial planning, and statistical analysis preferably in a California public school district or public agency.

LICENSES REQUIRED

May be required to possess a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff; frequently works without guidance from immediate supervisor. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions.

Physical Demands:

While performing the duties of this job, the position is continuously required to sit for long periods of time. The position frequently requires the use of repetitive motions of the wrists, hands and fingers. The incumbent may: occasionally walk, talk, and hear. The work involves little to light physical efforts; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 45
Classified Bargaining Unit

Revised 10/00
Reactivation of former class eff 9/1/06, approved by Personnel Commission 10/12/06
Revisions effective 4/26/07, 11/14/13
Job Description Review and Revisions Effective: 4/14/16