

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: FISCAL SERVICES ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Fiscal Oversight Manager, plan, organize and direct fiscal operations and activities including the development, preparation, review, analysis, maintenance and adjustment of County Office program budgets; coordinate, direct and participate in financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of County Office program budgets.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize and direct fiscal operations and activities including the development, preparation, review, analysis, maintenance and adjustment of County Office program budgets; establish and maintain fiscal time lines and priorities; monitor program budgets and the general ledger to assure the agency is solvent; assure County Office financial activity complies with established laws, codes, regulations, policies and procedures.

Develop and prepare the annual preliminary and final budget for the County Office; analyze and review related budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare revenue and expenditure projections.

Coordinate, direct and participate in financial record-keeping, reporting and auditing functions to assure accurate and timely accounting and reporting of County Office program budgets; prepare mandated budget reports including interim reports, preliminary and adopted budgets; assure mandated reports are completed and submitted to appropriate governmental agency in accordance with established time lines and requirements.

Direct and participate in the preparation and maintenance of various financial and statistical reports, statements and records related to assigned activities; review, audit and analyze fiscal statements, records and reports to assure accuracy, completeness, proper coding and compliance with Generally Accepted Accounting Principles; make changes and adjustments to records, reports, actuals and budgets as appropriate.

Direct the development implementation of fiscal reporting and other accounting projects; oversee and participate in the research, compilation, assembly and analysis of a variety of financial, statistical and budgetary information; investigate and resolve issues, errors and discrepancies in payroll, budget or other financial statements.

Coordinate communications and information between County Office administrators, personnel, departments, governmental organizations and others to assure smooth and efficient fiscal, budgetary and related reporting activities; provide consultation and technical expertise to administrators and personnel concerning fiscal and budgetary operations and activities; respond to inquiries, resolve issues and conflicts.

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Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to accounting and budgetary functions; train program accountants and other accounting staff of new rules and regulations from the State government.

Provide technical information and assistance to the Director concerning fiscal and budgetary activities, needs and issues; assist in the formulation and development of policies, procedures and programs; assist in the modification of programs and procedures to assure compliance with established requirements as necessary.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings, training sessions and workshops; prepare and deliver oral presentations related to County Office program budgets and related accounting activities; prepare materials and information for Board presentations.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Management of fiscal operations and activities including the development, preparation, review, analysis, maintenance and adjustment of program budgets.

General accounting, auditing, budget and business functions of an educational organization.

State and federal standards and requirements concerning the record-keeping and reporting of program budgets.

Generally accepted accounting and auditing principles, practices and procedures.

Preparation, analysis, review and control of assigned accounts and budgets.

Applicable laws, codes, regulations policies and procedures.

Financial and statistical record-keeping techniques.

Financial analysis and projection techniques.

Preparation of financial statements and comprehensive accounting reports.

Fiscal organization, operations, policies and objectives of the County Office.

Principles and practices of administration, supervision and training.

Technical aspects of field of specialty.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize and direct fiscal operations and activities including the development, preparation, review, analysis, maintenance and adjustment of program budgets.  
Coordinate, direct and participate in financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of program budgets.  
Develop and prepare the annual preliminary and final budget for the County Office.  
Assure accurate accounting of funds including income and expenditures.  
Participate in the development and implementation of fiscal programs, policies and procedures.  
Assure proper and timely resolution of accounting issues, errors and discrepancies.  
Provide technical assistance and expertise regarding fiscal and budgetary operations and activities.  
Evaluate financial data and prepare reports, forecasts and recommendations.  
Interpret, apply and explain laws, codes, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare mandated budget reports.  
Direct and participate in the preparation and maintenance of various financial and statistical records and comprehensive accounting reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting or related field and four years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of a variety of budgets, funds and accounts.

**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 and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.