

AMADOR COUNTY UNIFIED SCHOOL DISTRICT

FISCAL ANALYST

DEFINITION

Under limited direction of management personnel, to perform responsible account clerical work and bookkeeping in connection with keeping and checking financial and statistical records; to compile, reconcile and prepare accounting reports; to assist in maintenance and auditing of records in financial reporting; to assist in maintaining procedures and controls for fiduciary responsibility of the department; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform the more complex clerical operations of accounts receivable, account reconciliations, cafeteria bookkeeping and student accounts bookkeeping. Incumbents are assigned record keeping duties of above average difficulty which require a thorough knowledge of multiple accounting functions. Incumbents are expected to exercise initiative in the recommendation of procedures and the resolution of problems encountered in their work. This class is distinguished from the next lower class, Senior Account Clerk, by its responsibility for advanced record keeping; for preparation of the more difficult clerical accounting reports and for assisting in audit and reconciliation functions. Positions in this class work under the pressure of strict deadlines for completing work requiring a high level of accuracy.

EXAMPLES OF DUTIES

- Assist in the coordination of budget development; compile, prepare and analyze information and data related to income and expenditures;
- Assist in monitoring the District's and County's federal, state and local resources; coordinate with Curriculum and Instruction and Special Education to ensure compliance of resource budgets; assist in the completion of complex federal, state and local financial budget reports, statements and records;
- Provide analysis of financial information for certificated and classified negotiations and assist in the preparation of related documents;
- Prepare various financial accounting and budget control documents, reports;
- Perform highly specialized accounting and budgetary functions;
- Coordinate communication between the business office and various District/County Office departments and personnel; provide information related to financial accounting procedures, account balances, budgets and related matters;
- Assist with year-end closing;
- Assist and consult with supervisor regarding staff for the purpose of providing direction and/or conveying information that allows them to complete their functions; assist in training staff;
- Monitor expenditures against budget to prevent over expenditure;
- Balances and reconciles general ledger accounts;
- Reconciles cash accounts to fund balances;
- Monitors cash balances;
- Assists in maintaining cash flow spreadsheets;
- Initiates and reviews adjustments to budget records and journals;
- Transfers funds between bank and county cash accounts;
- Reconciles bank deposits to cash journals;
- Reconciles cash receipts and disbursements to ledgers;
- Maintains and reconciles revolving cash accounts;
- Verifies and balances batching of financial documents/transactions;
- Researches, gathers, assembles, reconciles, analyzes and summarizes data and prepares reports;
- Inputs a wide variety of data and transactions to accounting/budgetary systems;
- Receives financial or statistical documents, screens for accuracy and adherence to legal and procedural requirements;
- Audits cafeteria financial receipts and reports;

**AMADOR COUNTY UNIFIED SCHOOL DISTRICT
FISCAL ANALYST**

- Audits student body funds accounting;
- Prepares a variety of worksheets;
- Assists auditors in conducting audits;
- Assists and consults with supervisors in the preparation of special reports and on unusual problems involving deviation from policy or precedent;
- Keyboards correspondence, reports statistics and financial documents;
- Attends meetings related to assigned functional area of responsibility;
- Answers telephone and written inquiries;
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Appropriate knowledge of the computer system and software that will be utilized in the position;
- Advanced methods, practices and terminology used in financial and statistical recordkeeping;
- Electronic data processing as it relates to financial and statistical recordkeeping;
- Internal auditing practices and controls;
- Banking practices and procedures;
- Applicable policies and procedures

Ability to:

- Work with minimal supervision and exercise independent judgment;
- Learn, interpret and follow school accounting rules, regulations, laws and policies;
- Maintain cooperative working relationships with fellow employees as well as Federal, State, and County budget officials and audit personnel;
- Plan, organize and schedule assigned work in accordance with established priorities and recurring deadlines;
- Prepare clear and accurate reports and statements;
- Communicate effectively in oral communications;
- Make arithmetic calculations with speed and accuracy;
- Compare numbers and detect errors;
- Read, understand and interpret laws, rules and regulations;
- Operate a ten-key quickly and accurately;
- Operate a computer terminal;
- Develop record keeping procedures;
- Meet quality and time requirements with a high degree of independence;
- Operate a keyboard to input numbers, letters and symbols accurately;
- Understand and carry out oral and written instructions;

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is advanced-level experience performing work of above-average difficulty in the areas of purchasing, account payable, accounts receivable and bookkeeping;

and

Completion of coursework in public accounting clerical practices or a closely related field;

or

Experience at or equivalent to the level of Accountant or Budget Analyst in the Amador County Unified School District, from which the incumbent has acquired the knowledges and abilities listed above.

**AMADOR COUNTY UNIFIED SCHOOL DISTRICT
FISCAL ANALYST**

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work which is primarily sedentary.

Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Mobility of lower body is not required.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

Incumbents may be required to work at a video display terminal for prolonged periods.

SALARY LEVEL

Range 38 of the ACUSD Confidential Salary Schedule.