
Position:	Financial Analyst III	FLSA:	Exempt
Department/Site:	Budget and Finance	Salary Grade:	126
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 fiscal area. Perform a variety of independent complex professional technical and analytical work in one or more assigned areas including coordinating and leading major and challenging projects; plan, organize, train and review work of Financial Analysts I/II to provide timely delivery of high quality services; ensure accurate and timely financial reports including quarterly SACS reporting; assists the Assistant Director, Budget & Finance while serving in a lead capacity to other Financial Analysts. Performs highly complex fiscal related work according to generally accepted accounting principles, established administrative procedures, departmental guidelines, and regulatory requirements applicable to the position. Position exercises independent and highly technical thought and analysis in financial management to produce reports and recommendations

DISTINGUISHING CAREER FEATURES

The Financial Analyst III is a senior professional position with working leadership accountability. The Financial Analyst III requires a demonstrated ability to produce financial reports by integrating operations and implementing accounting controls, administer and monitor position control systems, and facilitate budget development and maintenance. The Financial Analyst III requires the ability to communicate financial information accurately and concisely to all stakeholders. The position performs work which is complex and technical in nature. Work 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 and experience. Prospective incumbents must have a high level of technical and fiscal experience and training. Advancement from Financial Analyst III is possible with the proper level and variety of leadership experience, knowledge and formal education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Independently prepare, plan and administer a variety of complex budget and fiscal simulations, analyses, and calculations; including but not limited to the annual budget, quarterly financial reports and the year-end financial report.
- Independently facilitates the budget development process for complex programs, such as Special Education. Researches and gathers information about FTEs, projected overhead, and details for expenditures within various funds. Works with stakeholders to develop and critique budget proposals. Implements the approved budget and integrates it into the financial systems.
- On a regular and continuous basis, exercises judgment and assumes responsibility for decisions,

consequences, and results having an impact on people, costs, and/or quality of service within the area of responsibility.

- 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, fixed assets, inventory, accounts payable, accounts receivable, reimbursements due, capital projects, 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; evaluate and enhance programs to align to District standards.
- 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.
- Prepares audit schedules and accounting reports, documenting adjustments to account balances and detailing the transaction trail for audit purposes. 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.
- Complete quarterly SACS reports. Files Federal, State and local budget reports as required. Prepares various ad hoc and regular recurring reports for external agencies including those mandated.
- Prepares multi-year projections, interim and annual reports for assigned funds as required by the State.
- Prepares cash flow projections and monitors the cash of assigned funds.
- Develops and maintains comprehensive statistical data. 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.
- Directs the preparation, review, and distribution of detailed and complex financial analyses and management reports that provide information on status of budget/expenditure, appropriations, source/availability, and projected revenues and expenditures.
- 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. Trains program professionals as needed. Acts as a lead to the Financial Analyst I and II positions.
- Attend workshops and meetings related to assigned area to obtain up-to-date information to assist in the efficient operation of the department; prepare, train and provide direction to department and site personnel to ensure comprehension of procedures and processes.
- Establish and maintain collaborative, productive and effective working relationship with all levels of management, professional staff, outside agencies, and stakeholders to coordinate activities, resolve issues or concerns and exchange information to enhance and expand program and District needs and practices.
- Prepares and presents written and oral presentations for Board, internal and external committees.
- Analyze and evaluate data to ensure reporting accuracy of information; identify trends and concerns and prepare timely recommendations on departmental requests for program changes.
- Critically evaluate information gathered from multiple sources, reconcile conflicts, assemble high-level information into details, summarize low-level information to a general understanding, and distinguish user requests from the underlying true needs.
- Monitors inter-fund transfers, budget adjustments, and encumbrances in the general ledger, to comply with established policies, rules, and procedures.
- Maintains chart of accounts and fiscal information. Reconciles financial information and converts information to formats used by external agencies.
- Develop and recommended Systems and Procedures for budgetary and fiscal management; analyze, recommend, and implement system workflows and efficiencies.
- Participate in the development of fiscal goals and objectives for assigned area(s); make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance within established guidelines.
- 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: Considerable knowledge of the principles and procedures of accounting, auditing and finance with additional expertise in budget preparation, administration and position control. Comprehensive understanding of District operations, policies, procedures and goals is essential. Thorough knowledge of District financial processes and programs is essential. In-depth knowledge of Federal, State and local laws and regulations applying to District budget and financial operations is

essential. Requires enough human relations 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. Advanced 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. Must be able to work independently.

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 four (4) 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.