

## MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 15031

### SENIOR FISCAL ANALYST

#### OVERALL RESPONSIBILITY

Under general supervision, assist in the planning, developing and monitoring of assigned grants, perform complex budgetary and financial projections requiring initiative and independent judgment in accordance with established policies and procedures, accounting and clerical work in the auditing, preparing and maintaining of financial or statistical records of the District.

#### SPECIFIC RESPONSIBILITIES

1. Prepare technical calculations and analyses for the preparation of the annual District budgets. *E*
2. Perform technical calculations needed to project program and District income and expenditures. *E*
3. Perform monthly statistical analysis and comparisons of program expenditures in relation to the approved budget. *E*
4. Assist in developing department procedure manuals and handbooks. *E*
5. Develop spreadsheets used in preparation of various financial reports, projections and analyses. *E*
6. Provide information regarding District budget/accounting procedures, account status and related matters upon request. *E*
7. Audit District's overall financial position and statutes of specific areas of income, expense, cash flow and assigned operations. *E*
8. Analyze collected data and complex reports pertaining, but not limited to, student enrollment and attendance accounting. *E*
9. Assist in the maintenance of the District budget module of the Position Control system, ensuring that position characteristics are correctly assigned according to District guidelines and budget controls. *E*
10. Audit appropriation and expenditure transfers; reconcile data entry summaries on a weekly basis. *E*
11. Prepare projected costs for salaries and other expenditures as needed. *E*
12. Prepare special financial reports/claims as needed. *E*
13. Assist in the application, implementation and monitoring of assigned grant/entitlement budgets. *E*
14. Assist in the preparation of management reports summarizing specific areas of income, expense and cash flow; including trend analysis and recommendations. *E*
15. Develop and present in-service programs to other District employees. *E*
16. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
17. Perform other related duties as assigned.

#### SALARY

Classified Unit Salary Schedule

## **SENIOR FISCAL ANALYST (continued)**

### **QUALIFICATIONS**

#### **Knowledge/Ability**

##### **Minimum Requirements:**

Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.  
Ability to perform a variety of highly responsible tasks with speed and accuracy.  
Ability to perform complex arithmetic calculations with speed and accuracy.  
Ability to establish and maintain accurate records and files.  
Ability to express initiative, adaptability and confidentiality.  
Ability to analyze situations, apply problem solving techniques and take an effective course of action.  
Ability to independently assemble, interpret and organize information and financial and statistical data for reports, manuals and schedules.  
Ability to carry out oral and written instructions given in English.  
Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.

##### **Desirable Qualifications:**

Knowledge of District organization, policies, regulations and procedures.  
Knowledge of and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.  
Ability to analyze situations and take an effective course of action.

#### **Experience**

##### **Minimum Requirement:**

Three (3) years accounting, bookkeeping, clerical experience performing complex calculations.

##### **Desirable Qualification:**

Five (5) years accounting, bookkeeping, clerical experience performing complex calculations and grant monitoring in a school or government agency.

#### **Education**

##### **Minimum Requirement:**

Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

##### **Desirable Qualification:**

Bachelors Degree with specialization in accounting, bookkeeping, and general office procedures including computer technology.

#### **Physical Characteristics**

##### **With or without the use of aids:**

Sufficient vision to read small print.  
Sufficient depth perception to file documents.  
Sufficient hearing to hear normal and telephone conversations.  
Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.  
Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.  
Sufficient physical ability to sit or stand for prolonged periods of time.  
Sufficient physical ability to reach horizontally and vertically with arms.

### **REPORTS TO**

Associate Superintendent, Business Services or designee

Cabinet Approved: 2/11/20

Unit Approved:

Board Approved: