

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **FINANCIAL ANALYST**

#### **DEFINITION**

Under the direction of the supervisor, the Financial Analyst is to perform a variety of professional, responsible financial, auditing, budgeting, and analytical duties in the fiscal operation of school districts and the COE; assist in the development, monitoring, controlling and administration of budgets, financial reporting and financial analysis; be responsible for fiscal duties relating to Special Education and Special Education Local Planning Area (SELPA) funding, budgeting and reporting; accounting for school districts and Joint Power Authority (JPA); fiscal duties relating to categorical funding and reporting for internal services; interact with County Auditors and school district business personnel; and perform various other high-level job-related functions.

#### **SUPERVISION EXERCISED**

Exercise no supervision.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform a variety of detailed functions relating to budget development, control, and analysis; establishing, analyzing, auditing, reconciling and maintaining manual and automated financial records; and assure financial activity, transactions and reports related to assigned accounts comply with applicable standards, requirements, laws, codes, rules, regulations, policies and procedures.

Maintain informational contact with officials of federal, state and local governmental agencies, and initiate and complete a variety of local, state and federal reports.

Pursuant to direction, act as a resource for school district personnel and COE personnel for cash flow, legality of expenditures, budget procedures, accounting reports, audits and budget revisions.

Prepare and complete all first and second Interims, adopted budgets, and unaudited actuals reports for State submission in the required software.

Calculate revenue limit revenues and verify allocations from SELPA and various categorical grants and entitlements.

Provide statistical analysis and analytical reporting on the financial management of school districts and the COE.

Perform detailed reviews and analysis of various financial reports including in-depth reviews for AB1200 compliance and Public Disclosures.

Review, audit, analyze, reconcile and adjust assigned accounts; calculate, post, audit, code and adjust journal entries; update accounts to reflect income, expenditures, transfers and other transactions; balance accounts, audit for errors and make appropriate corrections and adjustments.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES, (Continued)**

Prepare and maintain a variety of financial and statistical reports, statements and records related to income, expenditures, accounts, funds, budgets and assigned accounting functions; review, audit and analyze financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and generally accepted accounting principles.

Compare and reconcile ledgers, statements, records, documents, transactions and reports to identify errors and discrepancies; review, process, audit and assure accuracy of a variety of transactions and related documents; approve transactions as appropriate; initiate and process account and budget transfers as needed.

Input a wide variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy of input and output data.

Collect, research, review, compile, prepare, calculate, analyze and revise financial and statistical data related to assigned accounts, budgets and activities; identify, research, investigate and resolve financial issues, errors and discrepancies; calculate and review revenue limits as required.

Responds to complaints and inquiries for information from administrators, the public, and personnel concerning matters related to business and financial affairs of the county office of education.

Serve as a County Office liaison and resource for superintendents, local school district business managers, the county office of education, and other state, federal and local agencies concerning financial transactions and reports, revenue limits, special education funding, the AB602 funding model, attendance reporting and assure school district financial transactions and reports comply with current laws and requirements.

Coordinate and gather period attendance reports, develop procedures and processes for attendance reporting, interpret and analyze attendance related regulations in coordination with the county office of education business office management staff.

Develop and provide in-service trainings for a variety of areas including the financial system and in the accounting and budget processes to district and county office of education employees.

Conduct research, analyze data and make recommendations for the formulation of new or revised fiscal-related policies and procedures.

Comply with Santa Cruz County Office of Education Board Policies and Administrative Regulations.

Perform other job-related tasks as required.

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**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices used in governmental accounting, auditing and budgeting.

Principles of financial analysis and research procedures.

Principles and techniques of auditing.

Business correspondence, memorandum, and report writing formats.

**Skill and Ability to:**

Advise program managers of legal compliances and financial reporting requirements, including provisions of AB602 for Special Education.

Interact with and maintain cooperative relationships with all levels of county office of education staff, school districts, agencies, and the public.

Communicate effectively, in coordination with the county office of education business office management staff, a variety of issues to local school districts and county office of education departments in the English language both orally and in writing.

Prepare documents for the external auditor; answer questions, prepare narrative for audit and maintain specialized files and records for audit review.

Analyze financial problems.

Provide annual budget information and long-range financial planning.

Balance cash, clear reconciling items in a timely manner, resolve discrepancies.

Prepare reports and develop records and procedures.

Organize, plan, and complete year-end closing process.

Ability to work with county office of education information technology (IT) staff to resolve questions relating to the financial system.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

A Bachelor's degree from an accredited college or university in business administration, accounting, or a closely related field.

**Experience:**

Four years of experience in accounting, public financial management or a closely related field. Experience in a school district or county office of education is required.

**License or Certificate:**

Possess an appropriate California operator's license issued by the State Department of Motor Vehicles and be insurable.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Approval Date:** August 25, 1997.

**Approved Revised Date:** June, 2011