

## **YOLO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: FINANCIAL ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Director-Business, Management and Advisory Services or Director-Business Services, plan, coordinate and supervise an assigned County external or internal fiscal office function; perform specialized and technical services requiring application and interpretation of data, facts, procedures and policies; provide functional and technical guidance to obtain, prepare, share and exchange data with administrative, technical, clerical and external clients; train and supervise the performance of assigned staff.

#### **REPRESENTATIVE DUTIES:**

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

Plan, coordinate and supervise an assigned County fiscal office function; perform specialized and technical work requiring the application and interpretation of data, facts, procedures and policies; provide functional or technical guidance to obtain, prepare, share and exchange data with administrative, technical, clerical and external clients.

Oversee the organization and operation of an assigned fiscal office function, including payroll, accounts payable, accounting, accounts receivable, attendance accounting and fiscal services; identify internal and external operations for areas of improvement and implement needed changes.

Develop and implement a comprehensive fixed asset system; monitor the audit of existing records and collect data regarding policies and implementation; develop policies and procedures based on collected data and internal requirements.

Assist with budget development; collect State budget data for County Office programs, coordinate with internal divisions regarding the development and preparation of new budgets; project and develop data for input into the County Office financial system; prepare projection for the new year.

Maintain oral and written communications with school districts, external agencies, and internal departments and programs regarding financial matters; research and compile information necessary for the effective operation of business services; contact governmental agencies; document government codes and maintain process and procedure information for external clients.

Review and approve budget transfers, transfer vouchers, journal entries and cash transfers; audit appropriate reports to verify data as needed; prepare and assist in the preparation of budget and financial reports, claims, waivers and other requested statements.

Develop and maintain policies and procedures manual for payroll, accounts receivable, accounts payable, attendance accounting, fiscal services and external accounting record-keeping; assist in the development and implementation of annual goals and objectives for the department.

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**Ewing & Company**

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, terminations and disciplinary actions.

Maintain payroll system master files; assure appropriate payroll and retirement deductions and reporting, including input of pay schedules, pay dates, benefit deduction schedules and federal and state tax rate schedules.

Analyze, audit and compile statistical information on negotiated settlements; provide comparison documents to districts and the County Office; review proposed settlements for solvency issues.

Perform year-end closing functions including the development of the year-end calendar, year-end checklist, resource balancing and the preparation of schedules used in the closing audit process.

Prepare reports including financial, attendance, budget, personnel, statistical and student reports and requests for information; prepare client assistance packet for external auditors.

Assure compliance with laws and regulations in the various accounting records, procedures and systems of internal controls to determine compliance; determine the accuracy of records of revenues and expenditures and appropriate documentation.

Provide an audit function for Internal Control, Federal Compliance, State Compliance and others; prepare written findings and recommendations reports; assist in the training and implementation of findings and recommendations.

Monitor the auditing, analysis, and reconciliation of general ledger accounts including governmental, enterprise and agency funds as well as student body accounts for completeness, accuracy and compliance.

Prepare and present oral and written presentations, including presentations to management discussing deficiencies; recommend corrective action to improve fiscal operations and efficiency.

**OTHER DUTIES:**

Assist Information and Technology Services staff with the design and implementation of accounting systems for the purpose of meeting user needs.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Generally accepted accounting principles (GAAP), generally accepted auditing standards (GAAS), and other advanced principles, techniques, and methods of governmental accounting, auditing, and budgeting.

Computer information systems operations, capabilities and applications relating to accounting, budget development, and financial management.

Financial and statistical analysis techniques and principles.

Recent developments, current literature, and sources of information regarding accounting and financial systems.

Pertinent federal, state, and local laws, codes, and regulations including those pertaining to education financial record keeping and control activities.

Modern office practices, procedures, methods, and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

**ABILITY TO:**

Prepare clear and concise financial and accounting analysis reports.

Read, understand, interpret, and apply specific district, state, and special project accounting and fiscal requirements, procedures, policies and laws.

Operate a computer terminal to enter data, maintain records and generate reports.

Learn pertinent federal, State and local laws, codes, and regulations.

Learn District organization, operations, policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting, finance, business administration or a related field and three years of responsible experience in financial management and accounting in an educational or local government organization including two years of administrative or supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and ten-key.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally to retrieve financial records.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to analyze and audit financial records.