

# Sacramento County Office of Education Job Description

## Classification Title: Senior Financial Analyst

### **DEFINITION**

Under general supervision, performs complex budgeting and accounting functions, conducts financial, statistical, and analytical studies, prepares and assists in the preparation of financial reports, statements, and claims for reimbursement according to prescribed guidelines for Sacramento County Office of Education (SCOE) departments and programs, school districts, charter schools, and outside agencies; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Financial Analyst classification differs from the Financial Analyst job classification in the complexity of duties and consequences of error; the Senior Financial Analyst classification requires specialized subject matter expertise in the most complex budgeting and accounting functions; knowledge of general principles of accounting and school budgeting as well as significant, directly related, and progressive experience and knowledge is applied to technical subject matter; the Senior Financial Analyst classification acts as team lead, directs workflow, and makes decisions of considerable impact or consequence involving highly specialized and/or technical areas requiring application and interpretation of data, facts, procedures, policy, and law.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

None; provides assistance, training, and guidance to other staff assigned to department and monitors workflow.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Accounting/Auditing**

Performs complex accounting functions for school districts, charter schools, outside agencies, SCOE departments, and programs; maintains general ledger; audits and posts proposed entries; maintains chart of accounts; analyzes and assigns codes in accordance with state reporting and local management requirements; reconciles and distributes state apportionments and local taxes; audits deposits; reviews and reconciles account and fund balances; audits and reviews accounting transactions, documents, and claims for accuracy, completeness, and uniformity to rules, regulations, and laws; prepares and processes a variety of accounting tasks and forms, including journal entries, transfer vouchers, invoices, and wire transfers; coordinates, prepares, and reviews year-end closing process and documents; monitors accounts receivable and accounts payable; performs periodic review of financial reports and verifies accuracy and fiscal solvency.

#### **Budget Development/Monitoring**

Coordinates the development of budgets for internal and external clients; creates new budget coding; provides information and assists staff and administrators in budget preparation, implementation, and control; prepares, balances, compiles, and enters budget data; performs statistical analysis of cash flow and budgets; provides salary and benefits projections for grant applications; prepares quarterly revisions and billings; in accordance with AB1200, monitors and evaluates school district budgets and cash flow for appropriateness to ensure fiscal solvency and accountability for compliance with state law.

#### **Communications and Technical Support**

Maintains communication and acts as a liaison with internal and external partners regarding financial matters; provides information and technical support in the development and revision of policies and

regulations; assists in the development and documentation of office systems and procedures; reviews proposed contracts for adherence to rules and regulations; implements and maintains procedures for monitoring grants; as a team lead, trains and provides guidance to staff; coordinates and reviews the work of staff; provides information to supervisor regarding the evaluation of technical and clerical staff; schedules due dates for required information according to SCOE, district, County Auditor, and County Treasury calendars; ensures accurate electronic file transmission to Department of Finance for school districts; may provide support to districts or programs as a fiscal advisor when necessary.

### **Financial Reporting**

Prepares and reviews complex financial reports as mandated by the administration, California Department of Education, and other agencies; assists internal and external clients in compiling data and interpreting legal reporting requirements and regulations; creates and maintains statistical reports; plans and monitors timelines to meet strict deadlines in reporting regulations; reviews grant letters, funding, and entitlement reports; reviews and verifies statistical and financial information including independent audit reports and long-term debt documents.

### **Research and Data Analysis**

Researches and analyzes financial data for internal and external clients; creates, organizes, and maintains files using database and spreadsheet programs; retrieves and organizes data into required reporting formats; collects, retrieves, and organizes data to identify financial discrepancies and resolve client inquiries; recommends solutions to clients and staff ensuring that corrections or changes are implemented properly.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Any combination of education and training equivalent to a bachelor's degree which demonstrates ability to perform the duties as described, including courses in accounting and business procedures; recent related experience working as a lead in a school district or a public agency; increasingly responsible experience in budgetary analysis, auditing, and complex accounting procedures.

### **Knowledge of**

Generally accepted accounting principles and procedures in governmental agencies; Standardized Account Code Structure (SACS); use and application of online payroll/accounting systems; standard software applications related to financial applications including intermediate Excel; standard videoconferencing platforms; advanced accounting theory; principles and techniques of budget preparation, administration, statistical methods, technical writing, and related record keeping.

### **Skill and Ability to**

Research, retrieve, and organize data to prepare reports and financial documentation; analyze and audit data to detect and correct errors; operate standard office equipment including 10-key by touch; set up and maintain spreadsheets and databases; accurately perform complex mathematical computations; organize and maintain accounting records; set priorities and organize work to meet strict deadlines; coordinate a variety of projects simultaneously; communicate effectively in both oral and written form with individuals from diverse backgrounds; work independently and in a lead capacity as a team member; adapt to changing program needs; train, plan, and coordinate the work of others assigned to the section/department; establish and maintain positive working relationships with internal and external clients; interpret and explain complex rules, regulations, policies and procedures; make decisions on a variety of complex matters in accordance with established procedures.

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