

# **Sacramento County Office of Education Job Description**

## **Classification Title: Financial Analyst**

### **DEFINITION**

Under general supervision, performs a variety of complex accounting duties in the verification, maintenance, reconciliation, auditing, and reporting of specialized accounting records and payment of funds associated with the Sacramento County Office of Education and Sacramento County school districts; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Financial Analyst class differs from the Accounting Technician class in the following ways: requires expertise in complex accounting and analysis functions; general principles of accounting, and auditing, as well as significant, directly related, and progressive experience. Knowledge is applied to technical subject matter. Under direction, makes technical decisions requiring application and interpretation of data, facts, procedures, policy, and law.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

None; provides assistance and guidance to other staff assigned to the department.

### **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**

Performs complex accounting duties in the preparation of financial documents, records, apportionments, deposits, and reports; initiates inter-program contracts; researches, calculates, and prepares payments to state and federal agencies and other vendors; maintains chart of accounts; prepares and processes a variety of accounting tasks and forms, including journal entries, transfer vouchers, invoices, and wire transfers; assists in the year-end closing process; reviews and reconciles cash and account balances; maintains check registers; assists in the development and training of staff in new procedures as needed.

#### **Budget Management/Analysis**

Assists with compiling, reviewing, and developing budgets; performs complex calculations for school district revenue projections; consults with appropriate personnel regarding budget needs, proposes changes, and prepares necessary budget transfers and revisions; monitors expenditures and income related to budgets to assure availability of funds; assists district and program staff in complying with local, state, and federal regulations and monitors workflow timelines to meet required deadlines; determines if school district budgets comply with solvency criteria and standards adopted by the State Board of Education; monitors and ensures program expenditures are in compliance with guidelines of grants, entitlements, and apportionments; researches and analyzes discrepancies and processes appropriate correction transactions.

#### **Auditing**

Examines accounting data for accuracy, appropriateness, and documentation; audits documents submitted for payment for compliance with district and county board policies and state guidelines including Cal-Card payments; reviews attendance reports for districts and charter schools; assists districts and staff in interpreting laws, rules, and regulations, and clarifying procedures ; recommends solutions; answers inquiries and provides data for district auditors, local, state, or federal agencies; prepares and maintains

mandated documents as required.

### **Client Support/Communication**

Provides assistance and training to internal and external clients; interprets, applies, and recommends financial policies, laws, regulations and procedures for school districts, charter schools, county office departments and staff; acts as a liaison with local, state, and federal agencies, vendors, and other outside contacts; researches financial record keeping issues and takes appropriate action; provides clients information in electronic, oral and written form; resolves problems and complaints and refers clients to appropriate resources as necessary.

### **Research/ Reporting**

Prepares complex financial reports as mandated by funding agencies, state, and federal regulations; assists school districts and other staff in compiling data and interpreting legal reporting requirements and regulations; creates and designs reports and spreadsheets; creates and maintains a database to organize, collect, and upload data into required reporting formats; plans and monitors work production timelines to meet strict deadlines in reporting regulations; prepares correspondence and mailings as needed; prepares purchase orders as needed; researches and analyzes financial data for compliance with state adopted criteria and standards; researches and analyzes data to identify, troubleshoot, and resolve discrepancies and client inquiries; reviews grant letters, funding, and entitlement reports; analyzes and reconciles outstanding balances; analyzes various state and district reports to compile statistical data; monitors record keeping procedures for accuracy.

## **MINIMUM QUALIFICATIONS**

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

Any combination of education, training, and/or experience equivalent to an Associate of Arts degree which demonstrates ability to perform the duties as described, including courses in business procedures and accounting, and progressively responsible and recent accounting experience in education or a public agency preferred.

### **Knowledge of**

General accounting principles and procedures; budgetary practices and analysis; governmental accounting and auditing; Standardized Account Code Structure (SACS); laws, policies, and regulations related to accounting and tax reporting; school district construction laws; standard software applications related to financial applications, including intermediate Excel.

### **Skill and Ability to**

Research, analyze and retrieve financial data to prepare accurate reports; interpret, explain and comply with prescribed laws, rules, regulations, and procedures; monitor, audit, reconcile, and balance a variety of budgets, financial data and transactions; maintain complex records; perform mathematical computations quickly and accurately; identify and correct errors in a variety of documents; operate a variety of standard office equipment including 10-key by touch; set up and maintain database files to create spreadsheets and other related forms and documents; use independent judgment in the maintenance of a variety of financial and statistical records; communicate in both oral and written form; follow detailed directions; set priorities and organize work to meet deadlines; coordinate a variety of projects simultaneously; work independently and as a team member; establish and maintain cooperative working relationships with those contacted during the course of work; train and coordinate the work of other staff assigned to the department.

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