

## **Southern Kern Unified School District**

### **Position Description**

Position Title: **Fiscal Analyst**

Department: Business Office

Reports To: Chief Business Officer

Prepared By: Staff

Approved By: Board of Education

Date: June 2012

Date: June 20, 2012

#### **SUMMARY:**

Under the direction of the Chief Business Officer, performs technical accounting and fiscally related functions and activities; assists in the performance of internal audits of special funds and accounts; plans, organizes and assists with accounting, attendance and payroll related functions; and performs other related duties as assigned and/or required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Performs a variety of financial record keeping functions related to the District's accounting, budget control and payroll operations
- Reviews, monitors, audits and supervises the accounting, budget and payroll records
- Management of the various District funds and payroll functions, including encumbrances, invoices, warrants, current liabilities, abatement, budget transfers, payroll warrant listings, payroll deductions, tax computations and related transactions, also maintains journals, ledgers and other accounting records as needed
- Compiles, verifies and prepares attendance related forms necessary for State reporting
- Assists in the formulation, revision, implementation and maintenance of a computerized record management system
- Performs computer automated functions related to data entry and information retrieval, as well as performs a wide variety of statistical and data research activities
- Performs responsible and technical accounting tasks related to the preparation and management of accounting records and reports, such as revenue, attendance, transportation, payroll, purchasing, accounts payable and receivables
- Assists in reviewing purchase requisitions as to ensure correctness of account codes, availability of funds and document completeness
- Interprets and explains payroll policies to employees
- Audits and updates regular and supplemental payrolls adding new employees and calculating proper deductions
- Maintains current payroll records for all employees
- Provides information to employees concerning salaries, deductions and insurance rates and general payroll policies
- Performs other duties as required to accomplish the objectives of the position
- Prepares attendance related reports
- Guides, coordinates and supervises the functions of workers compensation

#### **SUPERVISORY RESPONSIBILITIES:** None.

*QUALIFICATION REQUIREMENTS: Knowledge of methods, practices, and terminology used in fiscal and financial record management. Operation of standard office equipment, including computerized accounting systems and 10-key calculator. Financial and fiscally related report preparation and formatting Microsoft Excel.*

## **EDUCATION and/or EXPERIENCE:**

- Three years of experience in general accounting with computer assisted record management systems in a business office OR Bachelor's degree in Finance, Accounting, or related field.
- Ability to maintain effective working relationships.
- Thorough knowledge of office practices and employee benefit procedures.
- Experience in operating a data terminal/work station.

**SKILLS:** Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; planning and managing projects; utilizing pertinent software applications; facilitating meetings; interpersonal aptitude; and record keeping.

**KNOWLEDGE:** Basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: bookkeeping/accounting practices; English grammar/punctuation/spelling/vocabulary; office equipment/software; organizational structure design; and office practices.

**LANGUAGE SKILLS:** Ability to read a variety of correspondence, reports, ordinances, forms, charts, etc. Requires the ability to prepare correspondence, reports, budgets, forms, studies, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Requires the ability to apply principals of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**PHYSICAL DEMANDS:** *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.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*