

# **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

## **FISCAL ANALYST**

**REPORTS TO:** Manager or Director in Business Services  
**SUPERVISES:** No formal supervisory responsibilities; provides input for evaluations.

### **DEFINITION:**

Perform specialized and complex activities involved in budget analysis, reporting, and data gathering including encumbrances, expenditures, Accounts Receivable, and carryover. Manage assigned budgets; identify long-term financial obligations. Provide recommendations for future budgeting. Perform specialized payroll, benefits, and retirement accounting duties. Assist assigned supervisor in creating and streamlining fiscal and payroll processes. Train and provide work direction and guidance to assigned personnel.

### **QUALIFICATIONS:**

Required:

1. Any combination equivalent to: Bachelor's degree and two years of professional accounting experience which includes payroll and retirement accounting. One year of additional increasingly responsible and relevant experience may be substituted for one year of education towards the Bachelor's degree, up to a maximum of four years.
2. Proven ability to read, interpret, and apply common sense to a variety of documents, financial, and statistical records.
3. Demonstrated experience in spreadsheet computer applications.
4. A valid California driver's license.
5. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

### **KNOWLEDGE AND ABILITY:**

1. Knowledge of Generally Accepted Accounting Principles.
2. Knowledge of policies and objectives relating to fiscal accounting activities.
3. Knowledge of advanced financial analysis and projection techniques.
4. Knowledge of general accounting and business functions of a county office.
5. Knowledge of data control procedures and data entry operations.
6. Knowledge of modern office practices, procedures and equipment.
7. Knowledge of the principles of training and providing work direction.
8. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
9. Ability to establish and maintain positive and effective working relationships with diverse populations.
10. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
11. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
12. Ability to prepare, maintain, reconcile and audit and balance financial, statistical, payroll, retirement, and budgetary data, reports, statements and records.
13. Ability to provide technical administrative and departmental support in the review, evaluation and development of designated budgets and accounts.
14. Ability to learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

15. Ability to evaluate financial data and prepare reports, forecasts and recommendations.
16. Ability to identify and resolve financial issues, errors and discrepancies.
17. Ability to learn applicable software, including spreadsheets and database systems.
18. Ability to organize work in a logical and efficient manner.
19. Ability to train and provide work direction and guidance to personnel.
20. Ability to interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
21. Ability to maintain confidentiality of sensitive and privileged information.
22. Ability to use critical thinking and analytical skills.
23. Ability to attend workshops and trainings.
24. Ability to prepare and deliver presentations.

### **ESSENTIAL FUNCTIONS:**

1. Perform specialized and complex activities involving internal fiscal accounting functions. Perform specialized and complex payroll accounting duties to ensure SLOCOE and district employees are paid in an accurate and timely manner.
2. Serve as a lead for designated internal fiscal accounting and payroll functions and projects. Ensure related activities comply with established laws, codes, regulations, policies and procedures.
3. Provide consultation and technical assistance to SLOCOE and school district staff concerning payroll, benefits, retirement, taxes, and fiscal accounting. Respond to inquiries, resolve issues, oversee budget adjustments, provide detailed information concerning related standards, requirements, guidelines, laws, codes, rules, regulations, policies and procedures.
4. Manage and oversee assigned funds and budgets. Review and audit departmental budgets to ensure accuracy. Make recommendations on accounting budget issues and changes.
5. Identify and analyze long-term financial obligations and future obligations for revenues and expenses. Perform basic trend analyses and develop processes for various accounting projects.
6. Research, respond to and resolve inquiries and complaints. Exercise judgments in complex situations requiring analysis and creative problem solving.
7. Serve as a technical resource to SLOCOE personnel, school districts and others concerning assigned accounting and payroll functions. Respond to inquiries, research data and provide technical information concerning related accounts, funds, budgets, transactions, records, policies and procedures.
8. Resolve issues or concerns with SLOCOE administrators, personnel and various outside organizations, including school districts, local, state, and federal educational and tax agencies. Serve as a liaison between the SLOCOE, designated school districts and governmental agencies concerning fiscal functions.
9. Ensure mandated reports and payments are completed and submitted to appropriate agency or personnel according to established time lines.
10. Participate in special projects and research assignments involving fiscal and payroll evaluation. Provide auditing, record-keeping and reporting services for designated districts. Provide assistance and fiscal information to outside auditors. Make presentations and report findings to groups.
11. Train and provide work direction and guidance to assigned personnel. Assign employee duties and review work for accuracy, completeness and compliance with established standards, requirements and procedures.
12. Coordinate and conduct meetings and training activities concerning fiscal accounting and payroll. Prepare and deliver presentations to large and small groups. Attend workshops, conferences and seminars.

13. Perform other duties as requested within the scope and skill level of the job classification.

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Physical agility to lift 15 lbs to shoulder height.

Lifting, carrying, pushing or pulling light objects.

Grade Allocation: Management Range 26
Adopted: October 27, 2010
Revised: