

MONTEREY COUNTY OFFICE OF EDUCATION

FINANCIAL ANALYST

Classification: Classified
Salary Level: 43.5
Work Year: 12 Months

DEFINITION:

This individual is responsible for providing highly responsible and complex accounting and financial support for school districts and charter schools in Monterey County.

SUPERVISOR:

Director

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES DUTIES:

- Review district's/charter school's budgets and financial reports for fiscal oversight related to AB 1200.
- Review districts/charter school's bargaining agreements.
- Review and examine school districts' financial statements.
- Design, create, and compile a variety of complex reports and submit to appropriate agency
- Assist with budget development, control, and analysis.
- Review, examine, and process a variety of accounting and financial documents from MCOE school districts.
- Perform audits as needed.
- Perform complex and highly responsible accounting and financial support for school district's/charter schools in Monterey County.
- Extensive analytical, interpretive communication.
- Performs detailed functions relating to budget development, control and analysis

Financial Reporting and Analysis Duties:

- Review and evaluate various aspects of a district's/charter school's finances and fiscal services to determine compliance with established laws, policies and agreements.
- Prepare financial statements, SACS reports, State, local and internal reports and analysis.

- Prepare District/Charter School revenue limit and cash flow projections.
- Verify accuracy of reports prior to transmitting copies to the California Department of Education.
- Collect, review, and analyze financial data as needed.
- Interpret codes, rules, regulations, and/or instructions and reconciles with fiscal data of school districts.

Internal Audits and Examination Duties:

- Assist in reviewing and examining financial statements and other financial reports of school districts in accordance with assigned functions such as identifying irregularities, inconsistency in applying accounting methods, and discrepancies in account balances
- Assist in evaluating the weakness in internal control in the financial operations of school districts/charter schools, by reviewing the budget and interim reports as well as public disclosures.

OTHER DUTIES:

- Coordinate and conduct staff development of districts/charter schools staff on efficient methods and procedures to improve business services
- Attend a variety of meetings, workshops, and conferences
- Operate internal accounting information systems, computer hardware and software, including, but not limited to, spreadsheet, word processing, on-line general ledger and routine office programs
- Serve as a liaison between Federal and State agencies for school districts/charter schools as assigned
- Perform highly responsible related duties as assigned
- Performs other duties as assigned
- Comply with the Monterey County Office of Education Board Policies and Administrative Regulations.

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office or district) and drive an automobile; physical strength to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university in accounting, finance, economics, or business administration required.
- Minimum of five (5) years of work experience in professional accounting and fiscal control work, preferably with school finance.

Knowledge of:

- Accounting principles (GAAP).
- Financial management practices and principles.
- Accounting, auditing, budgeting, financial analysis and research techniques as they apply to schools.
- Standardized account code structure and the California Accounting manual.
- State and federal time lines and processes.
- Legal requirements of school districts/charter schools related to budgeting and finance.
- Oral and written communication skills.

Skill and Ability to:

- Perform assigned functions in an accurate, timely manner.
- Interpret and apply pertinent laws, rules and regulations.
- Maintain records and prepare reports and summaries.
- Answer questions regarding financial and accounting procedures and related matters.
- Monitor, audit, reconcile and balance a variety of financial data and transactions.
- Perform complex accounting, budget, auditing, and finance activities.
- Understand and apply internal fiscal controls in the performance of work assignments.
- Plan, organize, and prioritize work assignments to meet timelines and facilitate workflow.
- Identify problem areas or situations, evaluate problem causes, and take appropriate action to resolve identified problems.
- Prepare, audit, compile, analyze, research and/or maintain account balances, complex financial data, summaries, reports, and records.
- Effectively represent the County Office in working with internal and external customers.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Act in a professional manner at all times.

LICENSES AND CERTIFICATIONS:

- Valid California driver license plus proof of car insurance.