

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

Job Title: Fiscal Analyst

Description of Basic Responsibilities:

To perform technical fiscal work regarding District budget development, control and analysis, and review of revenues/expenses.

Supervisor: Fiscal Services Supervisor

Typical Duties:

1. Analyzes and researches financial information for the purpose of providing assistance and resolving financial issues.
2. Assists with technical budget calculations and analyses to prepare and/or revise District's budget and controlling expenditures.
3. Assists in forecasting revenues and expenditures.
4. Performs monthly statistical analyses and comparisons of programs expenditures within approved budget.
5. Assists to prevent over expenditures and advises if a budget revision or reduction in expenditures is necessary.
6. Receives, analyzes, and prepares budget revisions.
7. Works with accounting, data processing, and budget to review accuracy of all reports.
8. Reviews purchases and travel requisitions to determine availability of budgeted funds, propriety/appropriateness of the requested expenditure, approval by the responsible supervisor, and correctness of coding.
9. Maintains fiscal manual and electronic files, documents and records for the purpose of providing up-to-date reference, budget and audit trail for compliance.
10. Processes a variety of fiscal information and reports for the purpose of updating information and complying with District, state and/or federal requirements.
11. Monitors fund balances of programs and related financial activity to ensure that related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
12. Reconciles account balances (eg. bank statements, cash receipts, school accounts) for maintaining accurate account balances and complying with related policies, practices and/or regulations.
13. Implements reporting procedures and internal controls for the purpose of maintaining accurate records.
14. Maintains communication with outside agencies such as SCOE, CDE, and school sites regarding financial matters.

15. Monitors financial records and processes documents involved with special reporting requirements required by State, Federal and Local programs.
16. Prepares and enters journal and budget transfer transactions.
17. Prepares and assists in the preparation of a wide variety of written and electronic reports for both internal and external use (e.g., California State Department of Education Annual Financial Report, Federal and State fiscal reports, district grants and entitlements, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
18. Assists with completing the closure of fiscal year-end financials in accordance with federal, state, and local reporting requirements.
19. Supports with Fiscal Services team by coordinating and reviewing fiscal, payroll, and accounting records.
20. Researches financial information, historical research and/or documentation for the purpose of identifying and resolving discrepancies and ensuring accuracy of accounting data.
21. Supports the Fiscal Services Supervisor, department staff and other departments for the purpose of providing assistance with administrative functions.
22. Performs other duties similar to the above in scope and function as required.

Employment Standards:

Knowledge of:

- Methods and practices of budgeting and financial recordkeeping;
- General account principles and procedures;
- Fiscal/budgetary software and spreadsheets.

Ability to:

- Learn and apply the appropriate rules, regulations, and technical procedures used for District budget records;
- Understand and carry out directions in an independent and problem-solving manner;
- Perform mathematical calculations accurately and rapidly;
- Word process accurately at a rate required for successful job performance, including forms and reports;
- Operate office machines and equipment including a personal computer, calculator, and copy machine;
- Maintain a variety of recordkeeping systems;
- Prepare a variety of accurate financial and statistical reports and summaries;

- Identify and correct errors in mathematical computations and financial documents;
- Communicate effectively in both oral and written forms;
- Work accurately under pressure;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Education & Experience

- Equivalent to completion of twelfth grade; College course work desired with an emphasis in Business/Accounting principles;
- Three to five years of district level experience preferred.

Requirements:

- TB Test clearance;
- Criminal Justice Fingerprint clearance.

Physical Characteristics:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office, and media equipment.
5. Sufficient mobility to move about the district and drive a car.
6. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

Board Approved: December 21, 2023