FINANCIAL ANALYST

DEFINITION

Performs professional-level work related to procedures development and financial data analysis in areas of budget, cash flow analysis, projections of financial status, and related systems design.

TYPICAL DUTIES

Performs a variety of analytical tasks related to financial and administrative activities involving some of the following functions:

Reviews a variety of rules, policies, and procedures in order to establish and maintain financial controls.

Conducts studies in the areas of budget, financial management, expenditure analysis, and cash flow analysis.

Monitors budgetary changes for conformance to policy and procedures and to assure that changes do not exceed established authority.

Analyzes governmental guidelines and proposed legislation to provide administrators with data on financial effects.

Confers with administrators and staff personnel and other agencies to develop procedures for collecting and organizing data in estimating financial requirements for various programs.

Maintains current status of District's financial position by reviewing expenditure data and maintaining records of funds received.

Prepares a variety of special reports and studies, including long-range projections of income and expenditure for cash flow purposes and supplements to the District budget.

Conducts studies and writes reports related to adjustments in policies, procedures, organization structure, cost effectiveness, communications, work methods, and needed support services.

Secures or provides survey data regarding financial management from other school districts.

Prepares cost estimates for new or redefined educational programs.

Interprets federal, State, and District program and fiscal guidelines to administrators, staff personnel, community groups, and the public.

Presents reports regarding budgets, as well as current and anticipated financial conditions, to board committees, administrators, and senior management.

Contacts administrators to obtain responsive action to periodic overdraft reports.

Creates and implements new forms, manuals, and financial spreadsheets/charts using various computer software programs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Financial Analyst performs a variety of professional-level staff activities that are primarily oriented toward the analysis of financial data and budgets, the preparation of year-end fund availability reports, and long-range cash flow projections.

Positions in the Administrative Analysis Group perform some of the same duties; however, the preponderance of duties are general administrative matters not directly related to budget and financial functions.

A Senior Financial Analyst serves as a staff assistant to an administrator by independently conducting complex studies and making recommendations related to grant proposals, budget preparation and modification, expenditure analysis, and position control.

An Associate Financial Analyst assists in the development of cost proposals and program budgets, counsels administrators on budget changes, and performs special financial and administrative tasks that are planned, outlined, and reviewed by a higher-level analyst or administrator who has expertise in financial management.

SUPERVISION

General supervision is received from a supervisory or administrative employee. Work direction may be provided to lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

Accounting theory, practices, and procedures, statistical analysis, budgetary practices and procedures, and techniques of cost analysis as applied in governmental financial programs management

Provisions of the California School Accounting Manual and State Education Code and rules and procedures of other governmental agencies and the District as they relate to income, appropriations, expenditures, and fiscal responsibilities of a public school system

Basic application of data processing systems for financial analysis

Principles of organizational analysis

Ability to:

Devise methods and procedures for obtaining and organizing income, encumbrance, expenditure, and budgetary data

Make computations and prepare cost proposals for new or revised programs or projects

Analyze and review budgets, fiscal controls, and expenditure records

Make recommendations regarding legislation for effects on program finances and cost projections

Prepare clear and concise reports of statistical and financial data using a computer

Communicate effectively, both orally and in writing

Analyze and interpret regulations, laws, policies, and rules

Work effectively with all levels of District employees

Use various computer application software pertaining to financial analysis

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree, preferably with a major in accounting, finance, mathematics, public or business administration, economics, or a related field. Experience in finance, budgeting, or a related field, beyond that required, may be substituted for up to two years of the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Three years of professional-level analytical experience, including at least two years of experience involving financial analysis, such as analysis of District, program, or school-level budgets; cash flows; or income and appropriation statements. One year of the required experience must have been in a governmental agency, or auditing a governmental agency.

Special:

Some positions may require a valid California Driver License and the use of an automobile.

SPECIAL NOTES

Some positions may be designated as confidential.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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SJ