



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

ELOP PROGRAM ANALYST

DEFINITION:

Under the guidance of an assigned Administrator or supervisor, perform technical attendance accounting and related functions and activities; assists in the performance of internal and external audits of ELOP, ASES, and ASSETS 21ST Century guidelines and fund accounts; assists in the preparation of the annual data requirements and adjust programs as it relates to expenditures; develop procedures for obtaining data and operational impact from internal and external programs/vendors, labor needed, and other program costs for the presentation of reports to assist in compliance with ELO/ ELOP regulations in regards to fiscal matters pertaining to all school programs and perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Performs a variety of financial record keeping functions related to ELO accounting, budget control, procurement, inventory control, and capital assets control.
- Reviews, monitors, audits, and supervises the attendance accounting as it relates to management of the various ELO District funds.
- Maintains journals, ledgers, and other attendance accounting records.
- Prepares attendance account forms and processes.
- Review and monitor categorical specialist work processes and procedures involving attendance tracking and provide recommendations and implements processes as needed.
- Process and verify various financial forms and documents according to legal mandates, policies, and operational guidelines to support categorically funded programs.
- Provides guidance and professional development to staff in relation to ELO attendance accounting, procurement and asset inventory control.
- Develop protocols and spreadsheets for student participation tracking and payroll management for tutoring and enrichment programs.
- Prepare program projections and reports; review, monitor and audit ELOP services record management activities.
- Maintains records and input data as it relates to ELO regulations and assists Fiscal Services in requested reports.
- Develops procedures for attendance collection data used to prepare reports as needed.
- May serve as the point of contact to state and/or federal programming requirements.
- Prepares ELO program and operational reports as requested by internal or external entities in consultation with administration.
- Creates and assists in the formulation, revision, implementation, and maintenance of computerized record management systems.
- Effectively use a computer terminal for the inputting and exporting data into computer-assisted programs, databases, and payroll systems.
- Performs a wide variety of statistical and research data gathering activities.
- Serves as the lead to clerical and school personnel to provide technical assistance in relation to Expanded Learning Programs throughout the District.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and methods of accounting, budget planning, inventory management, position control management and internal control processes.
- Financial record management, procedures and techniques.
- California School Accounting Manual legal mandates, practices, and procedures.
- Computer-based financial management systems; effective communication and time management skills.
- Principals of state and federal accounting.
- Federal, state and local procurement regulations and other compliance requirements as set by the various awarding agencies.

ABILITY TO:

- Interpret and effectively communicate accounting, information pertaining to budget, regulations and guidelines.
- Prepare clear and accurate reports.
- Perform complex and difficult mathematical calculations and verify computations.
- Understand and carry out oral and written directions.
- Meet critical reporting deadlines.
- Establish and maintain cooperative working relationships.
- Work with a variety of business & financial software programs.

EDUCATION AND EXPERIENCE:

EDUCATION:

Candidate must possess an Associate of Arts degree, with course work or training in the following areas: accounting, finance, economics, budget planning and control, business administration or closely related fields.

EXPERIENCE:

Two years of experience in accounting, budget control, financial planning and/or payroll. Experience in an educational agency preferred. Experience in Financial 2000 preferred.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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