



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED CONFIDENTIAL

FISCAL SERVICES ANALYST

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of specialized and complex accounting duties in the review, analysis, maintenance and adjustment of assigned District funds, budgets and accounts; provide financial analysis and prepare, maintain and ensure accuracy of various financial and statistical records and reports; perform budget transfers; monitor budget management and updates; maintain District accounts and special funds; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform a variety of specialized accounting duties in the review, analysis, maintenance and adjustment of assigned District funds, budgets and accounts; monitor assigned State and federal budgets; audit accounts for errors and make appropriate adjustments; provide technical accounting support for various accounts and functions such as the general ledger maintenance, grants, categorical projects, accounts receivable, or other accounts of functions as assigned; establish new accounts.
- Process budget transfers, journal entries, personnel requests, travel requests and purchase requisitions; update vacancy reports and staffing lists; Process personnel requests to fill vacant positions; process position changes to ensure accuracy; generate and run error reports.
- Process and post cash receipts and abatements into appropriate general ledger accounts; Verify and ensure accuracy of proper input into assigned accounts; monitor ASB checking account for any irregularities; contact individual bookkeepers to clarify discrepancies and to provide additional justification and explanation.
- Prepare cost analysis for possible position changes; complete records, documents and materials for Special Education account changes and requests; oversee and monitor negative balance accounts and make corrections in journal entries.
- Balance and review vacancy reports, staffing lists and ensure salaries are being charged into appropriate accounts; review and analyze ASB monthly financial reports to ensure accuracy and correct irregularities; conduct internal audit of ASB accounts period; attend SELPA and various other meetings and workshops; provide salary verification reports, as required.
- Prepare and maintain a variety of financial, tax and statistical records, statements, files and reports related to accounts, funds, revenue, expenditures, department and classroom budgets, projects, personnel, attendance, grants, payroll, inventory and assigned activities; Prepare Develop special education expenditure reports; develop adult education an work ability program records and reports so we call them compiled data for Medi-Cal reimbursement claims ; Verify staff for medical federally funded employees certification ; Charge indirect costs on all applicable programs.
- Compile and analyze data for administrative teacher ratio, FTE count and staff rosters; process pending run reports for all sites and departments; compile, analyze and submit Government Compensation report, Transparent California, Civil Rights Data Census, SARCS, CRCS and Excess Cost reports.
- Provide financial analysis and perform specialized and technical work requiring the application and interpretation of data, facts, procedures and policies; provide functional or technical guidance in obtaining, preparing, sharing and exchanging data with outside agencies and administrative, technical, and clerical personnel.
- Monitor and analyze budgets for District schools and departments including other funds to

prevent over expending; advise staff on budget issues including budget revisions, expenditure transfers, reduction in expenditures, proper coding, timesheets, and other budget-related questions and procedures.

- Research, compile, prepare and revise fiscal data; monitor, evaluate and reconcile assigned funds and accounts; code, verify and update accounts to reflect income, transfers and expenditures; reconcile various fiscal statements to assure accurate fund accounting.
- Assemble, match, sort, tabulate, check and post a variety of financial and statistical data; process and analyze a variety of financial forms, applications, requisitions, claims and statements; compare and evaluate financial records to identify and resolve discrepancies.
- Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries and generate a variety of computerized reports and statements; assure accuracy of input and output data.
- Assist the Fiscal Services administrators in assuring fiscal records, reports and activities comply with established laws, regulations, policies and procedures; research budgetary rules and guidelines as needed; assure mandated reports are submitted to appropriate governmental agencies according to established timelines.
- Assist in the preparation, development and revision of designated District budgets; forecast revenue and expenditures; analyze budgetary data and provide input to administrators concerning budgetary allocations, limits and expenditures; monitor budgets to assure compliance with limitations.
- Assist District and school sites with technical and general fiscal inquiries and concerns regarding budgets, planned purchases, staffing changes and records and reports requests; audit and provide accounting support; initiate first and second interim reporting, preparing budget revisions for the Board and closing of District books; participate in annual audits, receiving, auditing and reimbursing petty cash reimbursements, and other activities as assigned.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to various sites to conduct work.
- Communicate with personnel, outside organizations and governmental agencies to exchange information, coordinate activities and resolve issues and concerns.
- Perform year end reporting; close out programs; ensure corrections are appropriately made on staffing and funding reports.
- Attend and participate in various meetings as assigned; maintain current knowledge of laws, rules and regulations related to assigned fiscal activities.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and methods of accounting, budget planning and control, position control management and internal processes.
- Financial record management methods, procedures and techniques.
- California school accounting legal mandates, practices, and procedures.
- Accounting, budget control and statistical computer-based record management systems.
- Employee training and motivational strategies and techniques.

ABILITY TO:

- Interpret and effectively communicate accounting, budget control, regulations and guidelines.
- Prepare clear and accurate financial statements and reports.
- Perform complex and difficult mathematical calculations and verify computations.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Two years of experience in accounting, budget control, statistical record analysis, human resource, and/or payroll.

Recent job-related experience within last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Possession of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

PREFERRED QUALIFICATIONS:

Possession of an Associate of Arts degree, with course work or training in the following areas: accounting, budget planning and control, business administration or closely related fields. is preferred but not required.

Experience in an educational agency is preferred, but not 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

- Will exert 10 to 20 pounds of force frequently to lift, carry, push pull or otherwise move objects.
- Involves sitting most of the time but may involve walking or standing for brief periods.
- Perceiving the nature of sound, visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and to 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

Revision Date: 1/1/2022

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**