

FISCAL SERVICES ANALYST

DEFINITION

Under general supervision, performs a variety of technical, professional, analytical, responsible and coordinative work in support of college financial, business and accounting functions; and performs related duties as required or assigned.

CLASS CHARACTERISTICS

The Fiscal Services Analyst is the most technical accounting classification, and requires well-developed accounting technical skills in addition to the knowledge of educational institution accounting functions. Successful performance of the complex and technical accounting work requires the use of judgment and the application of technical skills. This class is distinguished from the accounting specialist series by the level of technical accounting skills, knowledge and independence of action required.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs technical, complex and specialized accounting or financial office support work and assists with special projects as assigned
- Prepares journal entries and posts to the general ledger
- Coordinates accounting support activities to ensure that collection, expenditure, journal entries, transfers and adjustments are properly recorded
- Identifies and reconciles problems, makes correcting entries and suggests procedural changes to maintain accounting controls
- Coordinates accounting activities with those of other agencies and divisions
- Reviews and reconciles varied reports, journals, budget, payroll or related fiscal or statistical data
- Performs the annual closing of the books
- Audits, verifies and reconciles various information, including source data as well as manual and computer-produced reports
- Maintains varied subsidiary ledgers, auditing and reconciling reports and information and posting data as required
- Confers with information systems staff regarding computer applications related to assigned duties
- Develops report formats and applications for specific computer applications
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of claims and reports
- Prepares complex fiscal and statistical reports
- Assists in the preparation of the annual budget
- Provides information to the public or to College staff that requires the use of judgment and the interpretation of policies, rule or procedures
- Enters and retrieves data from an on-line or personal computer systems and uses such technology to produce reports
- Operates standard offices equipment
- May provide work procedure instruction to others or direct the work of others on a project or day-to-day relief basis
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Principles and practices of financial recordkeeping and bookkeeping, including Generally Accepted Accounting Principles
- Governmental accounting principles and practices, including basic concepts of fund accounting and the State of California Budget and Accounting Manual
- Auditing concepts and terminology
- Procedures and techniques of preparing and reconciling journals and ledgers
- Office practices and procedures, including filing and the operation of standard office equipment
- Pertinent financial guidelines and regulations contained in the State of California Education Code
- Business data processing principles as applied to financial recordkeeping
- Business mathematics, including percentages and decimals

Skill in:

- Applying complex policies and procedures to bookkeeping and financial recordkeeping activities
- Compiling and reconciling numerical and statistical data
- Using initiative and sound judgment within established procedural guidelines
- Prioritizing work, coordinating several activities, and following up as required
- Processing and analyzing varied accounting and financial data efficiently and effectively
- Establishing and maintaining appropriate control records and files
- Maintaining, interpreting varying and reconciling accounting records and reports
- Entering and retrieving data using a personal or on-line computer
- Establishing and maintaining effective working relationships with those contacted in the course of work

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of two years of college with major coursework in accounting, or a closely- related field and two years of professional-level accounting experience which has involved the preparation and maintenance of accounting or financial records.

Established: July 1, 1991
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