



Azusa Unified School District

546 South Citrus Ave.
Azusa, CA 91702
(626) 967-6211
www.azusa.org

Classification: Fiscal Analyst

Range: 50

Fiscal Analyst

SUMMARY

Under general supervision, performs a variety of highly technical and analytical fiscal functions in support of the district's administrative grants and entitlements; assists in the District's grant planning and management process; provides specialized functions in the analysis, tracking, processing, and reporting of financial and budgetary transactions requiring a thorough knowledge of district accounting and grant reporting policies, procedures, and requirements.

REPRESENTATIVE DUTIES

- Reviews, analyzes, and evaluates financial aspects of unrestricted and restricted categorical, grant, and entitlement accounts, and/or transactions related to fiscal planning, monitoring and reporting.
- Prepares and monitors budgets in accordance with appropriate funding guidelines, laws, and District policies.
- Compares actual figures/expenditures to program commitments and timelines, calculates present and projects future costs of program changes or modifications, and develops periodic cost analyses as required.
- Coordinates, monitors and schedules expenditures according to established timelines; follows up accordingly.
- Calculates costs related to financial proposals, grants, and contracts to determine fiscal impact.
- Monitors, maintains, and controls the financial aspects of assigned federal, state, and local grants and programs.
- Monitors and researches expenditures and statistics for assigned grant projects.
- Compiles statistics and tracks expenditures to complete and file reports and billings to appropriate agencies.
- Coordinates the preparation of financial reports for assigned projects/ programs.
- Ensures coordination between budgeting systems and grant management systems.
- Initiates computerized listings of District and grant funded personnel for use by Human Resources, Accounting and Education Services Departments.
- Analyzes, prepares, and reviews data for financial reports; analyzes monthly general ledgers; prepares journal entries.
- Performs technical accounting functions to close grants at the end of the fiscal year.
- Assists in developing and implementing controls for fiscal accountability; assists

administrators and other District personnel with grant and contract budget development, monitoring, and reporting.

- Serves as a resource to provide information or research and resolve problems related to grant or contractual fiscal planning and commitments.
- Reviews and approves District restricted grant and contractual budget transfers, ensuring proper account coding and verifying availability of funds; sets up new accounts following applicable accounting standards.
- Attends a variety of meetings and conferences.
- Performs special assignments and analysis as requested.
- Performs other related duties similar to the above in scope and function as required.

MINIMUM QUALIFICATIONS

Knowledge of

- Practices and procedures of position control/position budgeting, encumbrance accounting, and governmental accounting.
- Computer based systems, methods and procedures; office management procedures, methods, and systems.
- Financial and statistical record-keeping methods.
- Operation of standard office machines and equipment including adding machines, calculators, copiers, computer terminals, etc.
- Spreadsheet and word processing software.
- Methods, practices and procedures used in accounting and financial record keeping.
- Arithmetic processes including addition, subtraction, division, multiplying and percentages.
- Applicable district, county, state and federal policies, laws rules and regulations.
- Effective communication both orally and in writing.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Current office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.

EMPLOYMENT STANDARDS

Education

- Associates Degree required
- Bachelors Degree preferred

Experience

- Five years' experience in financial, accounting, or other related work

Ability to

- Perform responsible and technical duties related to accounting for categorical, grant, and other restricted programs.
- Plan and organize work to meet established timelines
- Read, interpret, apply and explain policies, regulations, legal requirements

- related to grants and entitlements.
- Operate computer equipment and a variety of other office equipment/software, including spreadsheet and word processing software.
- Prioritize workload and conflicting demands.
- Use time management techniques to organize and prioritize work.
- Communicate effectively orally and in writing.
- Maintain confidentiality of sensitive and privileged information.
- Perform complex arithmetical calculations with speed and accuracy.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with fellow employees and members of the public.
- Maintain financial records.
- Maintain a high level of professionalism.
- Routine clerical tasks.
- Respond to inquiries with patience, tact and accuracy.

WORKING CONDITIONS WHICH MAY OCCUR

- Work inside protected from weather.
- Noise exposure under 65 decibels.
- Work on surfaces that are flat and stable.
- Typical office environment.

PHYSICAL ABILITIES

- Muscular Tension – may exert up to 25 pounds of force to lift, push, pull carry or otherwise move objects.
- Hearing and seeing to exchange information in person and on the telephone.
- Dexterity of hands and fingers to operate a computer and office equipment.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

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

MENTAL ABILITIES

- Oral Comprehension
- Information Ordering
- Oral Expression
- Speech Recognition
- Problem Sensitivity
- Inductive Reasoning
- Written Comprehension
- Deductive Reasoning
- Written Expression