

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION

JCN: 271  
RANGE: 156  
NON-EXEMPT

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### INTERNAL BUSINESS SERVICES ANALYST

#### BASIC FUNCTION:

Under the direction of the Senior Director, Internal Business Services, perform professional and highly complex accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records in support of the County Superintendent and assigned departments and programs; participate in the set-up and maintenance of the position control system and budget projections for current and/or future staffing levels.

#### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

- Analyze and advise department administrators regarding the financial effectiveness and operational efficiency of proposed salary schedule and/or benefit adjustments.
- Analyze budgetary data for staffing needs and position control for all county office departments and programs; assist Administration and the Human Resources Department in the creation, elimination and maintenance of county office positions; work with the Human Resources Department and various other departments to manage the status of positions and account classifications based on county office policies, procedures, changes within the budgets, administrative and/or negotiated changes; analyze budgetary data and provide budget projections and recommendations for current or future staffing levels and other personnel related impact.
- Calculate, post, audit and adjust journal entries; monitor, evaluate and reconcile assigned accounts and budgets; update accounts to reflect revenue and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to ensure accurate fund accounting as assigned; ensure banking statements match county office records.
- Collaborate with Administration in the development and maintenance of Local Control Accountability Plan (LCAP) fiscal compliance to ensure LCAP alignment with Local Control Funding Formula (LCFF) funding in budget(s) pursuant to California Department of Education (CDE) mandate.
- Communicate with county office administrators, personnel and various outside organizations to exchange information and resolve issues or concerns.
- Input a wide variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized reports; ensure accuracy of input and output data; ensure mandated reports are completed and distributed to appropriate agency or personnel according to established timelines.
- Participate in the development, implementation and analysis of designated accounting and budgetary systems and procedures as assigned; test and analyze new systems and procedures for effectiveness and operational efficiency; provide recommendations concerning the selection and implementation of accounting systems and procedures; assist in troubleshooting and resolving related issues and problems.
- Participate in the review, development and maintenance of budgets related to assigned departments and programs; prepare income and expenditure projections and provide recommendations concerning budgetary allocations.
- Perform professional and highly complex accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records in support of assigned county office departments and programs; ensure financial activity of assigned

- accounts comply with applicable laws, codes, rules, regulations, policies and procedures.
- Prepare and audit a variety of financial, statistical and budgetary reports, statements and records related to assigned accounting functions; review and analyze financial statements, records and reports to ensure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles (GAAP); ensure accurate reconciliation of assigned accounts.
- Prepare and maintain a variety of reports and documentation related to department activities; oversee the preparation of Board Financial Reports, county office quarterly financial statements, revenue and budget reports.
- Provide consultation, training and technical assistance to county office personnel concerning accounting functions, systems and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related practices, procedures, standards, requirements and techniques.
- Provide continual communication regarding budgetary and financial information for proposal development and fiscal analysis; monitor and review any changes to salary and benefits and impact to internal budgets and ensure the solvency of the county office.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Travel may be required for training within California.

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

- Accounting, budget, fiscal and business functions of a county office.
- Bargaining Unit Agreements, contract negotiations and salary schedules.
- Budget preparation, management and control.
- Financial analysis and projection techniques.
- Financial and statistical record-keeping and reporting methods.
- Generally accepted accounting principles, practices and procedures.
- Mathematic computations.
- Methods of developing and maintaining effective working relationships.
- Methods, procedures and terminology used in accounting.
- Policies and objectives of assigned program and activities.
- Preparation, review and control of assigned accounts.
- Record retrieval and storage systems.

- Strong analytical/problem solving skills.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Analyze financial data and prepare reports, forecasts and recommendations.
- Audit, calculate, post, and adjust journal entries.
- Demonstrate strong analytical and problem solving capacities.
- Ensure proper and timely resolution of accounting discrepancies, issues, concerns and conflicts
- Maintain accurate financial and statistical records.
- Make complex decisions in accordance with county office policies and procedures.
- Participate in the development, implementation and analysis of designated accounting and budgetary systems and procedures as assigned.
- Perform arithmetical computations with speed and accuracy.
- Perform professional and highly complex accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records in support of assigned programs and functions.
- Prepare and audit a variety of financial, statistical and budgetary reports, statements and records.
- Provide leadership and direction; consultation, training and technical assistance to county office personnel concerning accounting functions, related functions and systems.
- Reconcile, balance and audit various fiscal statements and assigned accounts and budgets to ensure accurate fund accounting as assigned.
- Utilize effective time management strategies in planning and organizing workload, work schedules and meeting deadlines.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's Degree in Accounting or related field preferred.

**EXPERIENCE:**

- Four years general accounting experience, which includes two years of increasingly responsible, recent professional accounting experience in preparation and maintenance of general ledger accounting systems, accounts payable, accounts receivable, cash control and financial and statistical reports in a moderately large organization.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: July 1, 2015

Revised: November 14, 2017