

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: FINANCIAL ANALYST**

#### **BASIC FUNCTION:**

Under the direction of an assigned administrator, perform a variety of professional accounting duties involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated financial records; review, audit, analyze, reconcile and adjust designated budgets, funds and accounts; process, audit and assure accuracy of related transactions; prepare and audit a variety of financial, statistical and budgetary reports and statements.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of professional accounting duties involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated financial records; assure financial activity, transactions and reports related to assigned accounts comply with applicable standards, requirements, laws, codes, rules, regulations, policies and procedures.

Review, audit, analyze, reconcile and adjust assigned accounts; calculate, post, audit, code and adjust journal entries; update accounts to reflect income, expenditures, transfers and other transactions; balance accounts, audit for errors and make appropriate corrections and adjustments.

Prepare and maintain a variety of financial and statistical reports, statements and records related to income, expenditures, accounts, funds, budgets and assigned accounting functions; review, audit and analyze financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles.

Compare and reconcile ledgers, statements, records, documents, transactions and reports to identify errors and discrepancies; review, process, audit and assure accuracy of a variety of transactions and related documents; approve transactions as appropriate; initiate and process account and budget transfers as needed.

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, develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy of input and output data.

Collect, research, review, compile, prepare, calculate, analyze and revise financial and statistical data related to assigned accounts, budgets and activities; identify, research, investigate and resolve financial issues, errors and discrepancies; calculate and review revenue limits as required.

Provide consultation to administrators and personnel concerning assigned accounting functions; respond to inquiries and provide detailed and technical information concerning related accounts, budgets, standards, practices, transactions, records, reports, requirements, laws, codes, regulations, policies and procedures.

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Prepare, review, evaluate and distribute various financial documents, forms, applications and correspondence as assigned; assure mandated reports, records and data are completed and submitted to appropriate agency or personnel according to established time lines.

Train and provide work direction and guidance to designated employees as assigned; assign employee duties and review work for accuracy, completeness and compliance with established standards, practices and procedures.

Communicate with administrators, personnel and various outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Assist in the preparation, development and revision of designated budgets as assigned; forecast revenue and expenditures; analyze budgetary data and provide input to administrators concerning budgetary allocations, limits and expenditures.

Attend and participate in various meetings and workshops as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

Perform a variety of professional accounting activities in support of assigned County Office programs and accounting functions such as accounts payable, accounts receivable, grants, special projects and payroll; research and resolve financial issues and problems.

Review, process and audit financial transactions and related documents and reports such as purchase orders, contracts and invoices; verify proper coding, calculations and transaction details; assure designated County Office transactions comply with established standards and requirements.

Calculate budgetary data for various grants as assigned; monitor budgets and expenditures to assure compliance with established limitations; prepare and process cash reimbursements and grant apportionments as required.

**PROGRAM OPTION:**

Provide professional financial support for the programs, grants, budgets, records, reports and financial transactions of Special Education, Student Services or other assigned area; research and resolve related financial issues and problems.

Review, process and audit financial transactions and related documents and reports such as purchase orders, invoices, billings, payments, time sheets, reimbursement claims, contracts and MOUs; verify proper coding, calculations and transaction details.

Assure designated Special Education, Student Services or other assigned area transactions comply with established standards and requirements; monitor budgets and expenditures to assure compliance with established limitations.

Assist with the development of funding models and distribution of grants and funding as required.

Review and analyze attendance data and prepare Average Daily Attendance reports as assigned by the position.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in professional accounting and auditing work.

Generally Accepted Accounting Principles.

Analysis of complex financial statements and reports.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Preparation, review and control of assigned accounts.

General accounting, budget and business functions of a County Office.

Policies and objectives of assigned programs and activities.

Budgeting practices regarding monitoring and control.

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Financial analysis and projection techniques.  
Record retrieval and storage systems.  
Research and statistical evaluation techniques.  
Applicable laws, codes, regulations, policies and procedures.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform a variety of professional accounting duties in support of assigned budgets, funds and accounts.  
Review, audit, analyze, reconcile and adjust designated budgets, funds and accounts.  
Process, audit and assure accuracy of a variety of transactions.  
Prepare and analyze comprehensive financial statements and accounting reports.  
Maintain accurate financial and statistical records.  
Calculate, post, audit and adjust journal entries including income and expenditures.  
Reconcile various fiscal documents and transactions to assure accurate fund accounting as assigned.  
Utilize a computer to input data, maintain automated records and generate computerized reports.  
Compare numbers and detect errors efficiently.  
Identify, research, investigate and resolve financial issues, errors and discrepancies  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Determine appropriate action within clearly defined guidelines.  
Meet schedules and time lines.  
Plan and organize work.  
Analyze financial data and prepare reports, forecasts and recommendations.  
Operate standard office equipment including a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting or related field and three years professional accounting experience performing varied financial analysis, auditing, record-keeping and report preparation duties.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information.

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Bending at the waist, kneeling or crouching to retrieve and file materials.  
Sitting for extended periods of time.