

Job Summary:

The job of Fiscal Support Analyst is done for the purposes of assisting the designated TCOE department lead(s) by providing guidance to designated staff within the department(s) in planning, organizing and participating in the development and implementation of fiscal processes to support LEAs and/or assigned internal TCOE programs/grants with their funding plan(s); assistance with all aspects of budget oversight of designated department budget(s), grants or program budgets; assistance to designated department lead(s) with fiscal program support pertaining to COE internal and external responsibilities. Under the direction of the designated Assistant Superintendent and designated department lead, the Fiscal Support Analyst performs specialized accounting; auditing of accounts, records, and disbursements; monitors financial data and reporting systems; provides in-service on budget planning and implementation processes; and performs other related work as assigned.

Supervision Received and Exercised:

Receives general direction from the designated Assistant Superintendent and department supervisor.

Essential Functions:

- Analyzes fiscal and program alignment as assigned for the purpose of making recommendations to designated department lead(s) and Internal Business Director.
- Assists designated department lead(s) with coordination and completion of required reports and documentation related to audits and to fiscal review requirements of assigned programs/grants.
- Develops budgets and presents financial reports of assigned programs/grants for the purpose of submitting them to the TCOE Internal Business Services Director and designated department lead(s).
- Implements reporting procedures and internal controls for the purpose of maintaining accurate records.
- Maintains financial historical documents and accounting records for the purpose of securing and making available historical information when needed.
- Meets/confers and trains with supervisor, internal/external staff, and community partners for the purpose of meeting statutory and internal financial reporting deadlines and providing pertinent information, available resources, and guidance on procedural and statutory financial requirements of assigned programs/grants.
- Reviews/analyzes assigned department financial information and transactions of assigned programs/grants for the purpose of understanding, correcting, and providing approval, if applicable, of accounting information.
- Assists internal and external staff and community partners in understanding financial transactions, reports and plans related to assigned programs/grants.
- Schedules work efforts and completion deadlines, technical research, networking, and requests for assistance for the purpose of completing assigned work in a timely manner and meeting information needs of other internal and external staff and community partners.
- Assists in the development and implementation of goals, policies, and priorities relating to LEA plans and grant deliverables.
- Assists designated department lead(s) with analysis, preparation, and presentation of reports as applicable for certain categorical programs, grants, authorizations, or special projects for assigned TCOE programs and schools.
- Monitors budgets and fund balances of assigned programs/grants and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/ or fiscal practices are followed.
- Researches discrepancies of financial information and/or documentation (e.g., purchase orders, vendors, invoices, etc.) of assigned programs/grants for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Provides support to management regarding budget preparation for LEA plans/grants and prepares special financial and budgetary reports as requested.
- Reviews reports for fiscal accuracy and compliance with state and federal rules and regulations, including LEA plans for COE approval and quarterly and annual fiscal reporting requirements for programs/grants.
- Responds to requests for information and assists designated department lead(s) in reviews of goals, actions, and expenditures of LEA plans and grants.
- Acts as a liaison and resource person between the assigned department and various state and local agencies.

- Analyzes fiscal impact of new and/or proposed legislation/regulations on school finances.
- Provides highly responsible technical support to designated department lead(s).
- Studies other county office of education services and methodologies for possible implementation at Tulare County Office of Education.

Qualifications:

Knowledge of:

- Principles and practices of school finance accounting and auditing.
- Principles and practices of budgeting.
- Principles of training and program evaluation.
- Federal, State and County laws, rules and regulations pertaining to school finance.
- Modern office practices, procedures, methods, and computer equipment.
- Computerized systems used in financial accounting and report generation.
- Budget development practices and encumbrance accounting.
- Financial forecasting methods.

Skill/Ability to:

- Analyze and interpret financial and accounting records.
- Interpret and apply policies, laws and rules.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Quickly understand and organize financial information.
- Clearly communicate fiscal concepts orally and in writing.
- Use word processing and spreadsheet software (Microsoft products preferred).
- Understand and complete oral and written directions.
- Transport self to various school districts within Tulare County for the purpose of providing training and technical assistance.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping kneeling, crouching and/or crawling; and some fine finger dexterity. Generally, the job requires 90% sitting, 8% walking and 2% standing

Experience Required:

- Job related experience is desired.
- Five years of increasing responsible work experience involving school finance, accounting, auditing and budgeting required.
- Experience working with financial components of LEA plans is desirable.

Education Required:

- Bachelor's degree in job related area.

Certificates, Licenses, Clearances, testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI fingerprint response.

FLSA Status: Exempt

February 2022

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco – Free Workplace. This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.