

## **JOB DESCRIPTION**

**Job Title: Fiscal Program Development & Support Analyst (9726)**

### **JOB SUMMARY:**

The job of Fiscal Program Development and Support Analyst (FPDS) is done for the purpose of planning, organizing and participating in the development and implementation of fiscal processes to support districts with their funding plan. Under the direction of the Deputy Superintendent of Instructional Services, the FPDS 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 Deputy Superintendent of Instructional Services and Leadership Support Services Administrator.

### **ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES:**

- Maintains financial historical documents and accounting records for the purpose of securing and making available historical information when needed.
- Meets/confers with staff members, supervisor, district personnel and boards of education for the purpose of meeting statutory and internal financial reporting deadlines, district training, providing information to districts, and effecting changes in the financial system.
- Provides training, technical assistance and information for the purpose of making other staff and district employees aware of pertinent financial information, available resources and procedural requirements.
- Reviews/analyzes financial information and transactions for the purpose of understanding, correcting and providing approval of accounting information and assisting district and fellow employees in understanding financial transactions, reports and plans.
- 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 staff and district employees.
- Transports self to various school districts within Tulare County for the purpose of providing training and technical assistance.
- Assists in the development and implementation of goals, policies, and priorities relating to Local Control Accountability Plan (LCAP).
- Provides advice and counsel to management regarding budget preparation for LCAP. Locate and compile budget data. Review LCAPs for approval of fiscal accuracy.
- Responds to requests for information and assist Leadership Administrator in their review of LCAP goals, actions and expenditures.
- Prepares special financial and budgetary reports as requested.
- Acts as a liaison and resource person between the Department and various State and local agencies; review reports for compliance with State and local rules and regulations.
- Analyzes fiscal impact of new and/or proposed legislation/regulations on school finances.
- Provides highly responsible technical support to the Leadership Administrator.
- 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.

**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.

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 LCAP financial component 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**August 2015**

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 it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.