



JOB TITLE: FISCAL SERVICES ANALYST

Classification: Classified
Salary Range: 34

Retirement Type: PERS*
Revised/Board Approved: September 13, 2004

BASIC FUNCTION:

Under general supervision and at the direction of the Business Manager, gather data and conduct statistical analyses; serve as a resource person to other management and staff; and conduct related work as required.

REPRESENTATIVE DUTIES:

Conducts studies, reports, and special projects and makes recommendations as requested by administration.

Prepares federal and state reports, questionnaires and surveys.

Conduct budget analyses including calculations of WSCH/FTE (weekly student census hours/FTES).

Provides fiscal information and budget management assistance to departments, committees and other as necessary.

Responsible for the CCFS 320 FTES Report.

Performs and reconciles benefits accounting functions.

Prepares reports based on student attendance data by division.

Performs other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Must have the equivalent of two years college course work in related subjects (two years work experience for every one year of college course work in related subjects.) and three years of increasingly responsible experience performing clerical, statistical, and analytical duties.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Public administration, management principles, and practices.

Principles and practice of personnel administration in a Public Sector.

Principles of statistical and systems analysis and project planning and design.

Principles of automated data processing and information systems.

Effective report writing techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Abilities/Skills:

Quickly learn applicable state, local, and education codes, regulations and District policies.

Independently conduct studies and prepare reports and organize data for presentation

Communicate effectively both orally and in writing.

Become technically proficient within a computerized environment.

Interpret policies and procedures.

Work independently and perform assignments without detailed instructions.

Analyze situations and adopt an effective course of action.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Exercise tact and discretion when interacting with others.

Maintain confidentiality of information.

Lift and carry up to 25 pounds.

WORKING CONDITIONS:

Extensive computer work.

Dexterity of hands and fingers to operate a keyboard.

Exchange information in person and on the telephone.

Sit for extended periods of time.

High volume telephone usage.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.