

## TRANSPORTATION COST ANALYST

### DEFINITION

Develops policies and procedures for obtaining operating and maintenance cost data concerning the transportation services of the school system and prepares financial analyses and reports.

### TYPICAL DUTIES

- Collects and analyzes pupil transportation and fleet maintenance cost data.
- Analyzes and monitors budgets, expenditures, and other fiscal data for pupil transportation and fleet maintenance.
- Prepares various cost estimates for transportation programs.
- Oversees job cost processes such as the creation and validation of job numbers, closing jobs to generate invoices for externally funded trips, and monitoring job cost transactions.
- Reviews and summarizes job cost reports and clear rejected job cost transactions by making any necessary corrections or adjustments.
- Utilizes the Division's computer systems to extract information such as ridership, routes, and curricular trip information.
- Develops and reviews rules, policies, procedures, and forms related to the Transportation Services Division's functions and activities in order to establish and maintain financial controls and costing methodologies.
- Conducts studies and research in the areas of job cost budget, financial management, and expenditure projections and analyses.
- Supervises the processing of curricular trip applications and handle any irregular or atypical situations.
- Resolves customer concerns and audit inquiries that could not be handled by lower level staff.
- Assists with annual budget development and prepares budget adjustments especially for position control in the Division.
- Assists with the completion of an annual state report on transportation costs and statistical information.
- Performs periodic review of financial condition to ensure adherence and compliance to established guidelines.
- Represents the Division in discussion of potential changes in the computer systems, the collection and organization of data, and other new financial developments that may affect the Division.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Transportation Cost Analyst analyzes and interprets financial data pertaining to the cost of operating the Transportation Services Division.

An Accounting Analyst performs a wide variety of professional accounting duties involving the application of analytical skill and advanced knowledge of accounting principles

A Financial Analyst performs a variety of professional-level staff activities that primarily are oriented toward the analysis of financial data and budgets, the preparation of year-end fund availability; reports, and long-range cash flow projections.

## SUPERVISION

General supervision is received from a Fiscal Services Manager. Supervision is exercised over lower-level financial and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Theory and practice of accounting and methods and techniques of cost analyses
- Budgetary practices and procedures
- Computerized data processing and its application to cost control and management reports and analyses
- Terminology and cost distribution in the transportation field
- Principles of supervision and training

### Ability to:

- Analyze transportation service costs in relation to operational and program requirements
- Devise methods and procedures for obtaining and comparing cost data and to resolve budget, financial, and administrative problems
- Make analyses of operational and accounting data
- Analyze complex information, present reports to management for executive decision-making
- Prepare clear and concise reports and communicate effectively, both orally and in writing
- Enter and retrieve information using computers
- Work effectively with District personnel, representatives of other organizations, and the public
- Supervise and train subordinates

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university including or supplemented by 15 semester units in accounting, including a course in cost accounting. Professional experience beyond that required may be substituted for up to two years of the required education on a year-for-year basis, provided that the requirement of 15 semester units in accounting is met.

### Experience:

Three years of experience above the accounting clerical-level involving responsible assignments in cost analysis or related work.

### Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and abilities. Management retains the discretion to add or change typical duties of a position at any time.