

FISCAL REPORTS SPECIALIST

DEFINITION

Plans, coordinates, and supervises the compilation, analysis, and reporting of fiscal data directly related to legislation, budgets, costs, financial forecasting, and investments.

TYPICAL DUTIES

Analyzes and reviews the various components of the District's financial reporting system to develop and recommend improvements and to increase the accuracy and efficiency of projections regarding the District's total financial status (income and expenditure projections and cost allocation to programs).

Makes presentations and recommendations to District administrators and financial staff in regard to problems concerning higher-than-expected rates of expenditures or overdrafts.

Acts as liaison between the District and other educational agencies to obtain clarification of procedures and guidelines and makes determinations regarding the preparation of reports to federal, State, and county offices.

Participates in drafting proposed legislation affecting District finances and analyzes existing and proposed legislation and governmental guidelines to provide administrators with analyses of the financial effect of such legislation.

Plans, coordinates, supervises, and participates in the following functions:

Determining cash flow requirements to make investments that provide maximum earnings by analyzing the timing and magnitude of expected income from State apportionments, county taxes, and specially funded grants, and estimated disbursement schedules.

Analyzing historical data and making adjustments to develop funding and expenditure trends.

Preparing State required financial reports on a variety of programs, including reimbursement claims for certain State and federal programs.

Estimating District budget requirements for retirement, disability, and unemployment benefits.

Determining rates to be charged to employee benefits' funds, including workers' compensation, retirement, disability, and unemployment compensation.

Preparing reports reflecting the District's projected financial condition.

Managing District investments.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Fiscal Reports Specialist is responsible for coordinating and supervising activities related to compilation, analysis, and reporting of fiscal data directly related to legislation, budgets, costs, financial forecasting, and investments.

The Chief Accountant plans and directs the maintenance of central accounting records and controls for all the District's financial transactions.

A Head Accountant is the administrative head of a specialized section engaged in accounting and related activities. The class is characterized by administrative responsibility for planning, scheduling, and coordinating day-to-day activities of a large number of professional, technical, and clerical employees.

SUPERVISION

General direction is received from the Chief Accountant. General supervision is exercised over lower-level accounting personnel in professional and clerical classes.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of budget preparation and control, cost accounting, and fiscal management, particularly as they relate to a large school district
Fiscal management and statistical reporting techniques
City, county, State, and federal laws, rules, and regulations, and policies of the District that affect financial activities
Concepts and practices of electronic data processing systems as they relate to financial management
Organization and functions of District administrative units

Ability to:

Analyze budgetary and cost reports
Develop data accumulation methods and formulas for cost projections and reimbursements from funding sources
Analyze and interpret legislation affecting District finances
Work under pressure of strict deadlines
Prepare clear, concise reports and recommendations
Make effective oral presentations
Train and supervise subordinates

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a major in business, school or public administration including 20 semester units in accounting, financial management, or statistics. Financial systems analysis or financial forecasting experience beyond that required may be substituted for up to two years of the required education on a year-for-year basis.

Experience:

Five years of experience in the analysis of financial systems and in financial (including cost) forecasting. One year of the required experience must have been in an administrative or supervisory capacity. (Two years of the experience in a California school district is desirable.)

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.

Revised
09-15-05
OY

Reviewed
08-01-08
LK