

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-3504**

**JOB TITLE:** Fiscal Analyst  
**WORK YEAR:** 260-day

**JOB DESCRIPTION:**

Under the direction of the Chief Business Official, assist in the preparation, maintenance, and documentation of districts financial data. This position requires specialized technical knowledge of Generally Accepted Accounting Principles (GAAP), strong organizational skills, problem solving skills, and attention to detail. Furthermore, this position requires clear, concise, and professional communication with the public, employees, and various agencies. They must also demonstrate initiative, tact, patience, good judgment, and confidentiality.

*REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)*

**ESSENTIAL JOB TASKS:**

- Assists in the computation of budget data and position control. (E)
- Prepare, analyze, and reports budget data for internal and external users such as administration, sites, and others; prepares comprehensive and accurate financial reports. (E)
- Assists in the reconciliation and deposit of district scholarship accounts and funds.
- Assists principals/sites in managing associated student body (ASB) accounts and funds; develops and maintains effective procedures for ASB offices; trains site staff regarding ASB policies. (E)
- Assists in the preparation of necessary documents for the annual audit. (E)
- Coordinates fiscal accountability activities; audits individual budgets, sites, and programs. (E)
- Works closely and cooperatively with principals to assist with budget monitoring.
- Attends necessary staff meetings, business meetings, and in-service training relative to school finance and other related areas. (E)
- Completes special projects and research as assigned by the Chief Business Official. (E)

- Performs other duties as assigned.

### **KNOWLEDGE/SKILLS/ABILITIES:**

Knowledge of:

- Laws, regulations, and terminology relating to school accounting procedures, as delineated by the California School Accounting Manual, the State Education Code, and Board Policies
- Computer programs including, Excel, Word, Access, and Outlook
- School accounting terms and procedures
- School payroll practices and procedures
- Interpersonal skills using tact, patience, courtesy (customer service)
- Business mathematics and record keeping applicable to school finance, including planning, analysis, payroll, and research
- Policies, regulations, and procedures of the district

Ability to:

- Communicate and work effectively with others
- Conduct original and secondary research with accuracy, objectivity, and sound judgement.
- Perform complex accounting tasks that involve independent decisions
- Read, write, and speak correct English at a level sufficient to perform required duties
- Organize and prioritize work and adhere to established deadlines.
- Display strong analytical skills
- Display great flexibility to a constantly changing environment

### **WORKING CONDITIONS:**

#### **Environment:**

Indoor work environment

#### **Physical Requirements:**

- Dexterity of hands and fingers to enter data into a computer terminal and operate standard office equipment.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear, and speak with/without assistive devices sufficient to communicate effectively with others.
- Frequently bend at the waist, kneel
- Reach overhead, above the shoulders and horizontally to retrieve supplies.
- Sit or stand for extended periods of time.
- See to read a variety of materials and screen student health conditions.
- Lift and/or carry up to 25 lbs for short distances or over 40 pounds with assistance.

## EDUCATION AND EXPERIENCE

Three (3) years of increasingly responsible business experience, with at least one year of responsible experience within the school system environment.

Extensive technical knowledge in accounting, finance, and computer science.

Escape Experience preferred.

Valid First Aide and CPR Certification desirable.

Valid California driver's license, with proof of auto insurance.

## **SALARY:**

Placement on the Classified Confidential Salary Schedule

260 Days per year

Range 25

**Board Approved: 02/01/2022**

**The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**