VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FINANCIAL ANALYST

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, perform a variety of professional-level budget and accounting work in support of monitoring various district-wide budgets and accounts.

DISTINGUISHING CHARACTERISTICS:

A Financial Analyst performs work of broader scope and greater complexity that is less subject to review than that of a College Fiscal Analyst. This includes additional responsibility for working with district-wide budgets, general ledger account reconciliations, and performing year-end closing entries for all restricted funds. In comparison, a College Fiscal Analyst has a narrower scope of fiscal oversight responsibility requiring less independence in exercising discretion, less analytical proficiency, and a lower-level knowledge of principles and practices relating to institutional fund accounting.

REPRESENTATIVE DUTIES:

Review, audit, monitor, and approve a variety of accounting and budgeting work from personnel at the colleges, accounts payable, and payroll, including purchasing requisitions, invoices, account reconciliations, restricted budgets, budget adjustments, and various reports; ensure reporting deadlines are met in a timely fashion.

Verify, reconcile, balance, and adjust a wide variety of complex district-wide accounts, including capital project funds, district accounts receivable, deferred revenue, liability, and other accounts as assigned.

Prepare complex general journal entries, including all year-end closing entries for restricted funds.

Prepare and examine a wide variety of reports and statements, including grant expenditure reports, financial statements, budget variances, and reports of historical trends for program directors, management, and granting agencies; submit expenditure reports on behalf of the Director of Fiscal Services to granting agencies.

Perform a variety of complex financial, budget, and accounting studies including the collection, compilation, analysis, and interpretation of data; make forecasts and recommendations for improvement in practices and procedures.

Review, interpret, apply, and explain a variety of technical documents, legislation, State budget information, rules, regulations, and procedures pertinent to budget and accounting functions to both staff and management.

Established June 2013
FINANCIAL ANALYST (continued)

Serve as a technical resource to district-wide personnel regarding a variety of accounting and budget activities; respond to inquiries and provide technical information concerning transactions, budgets, records, forms, and funding source requirements.  

Create, organize, update, and maintain both paper and computer-based tracking systems such as databases and statistical spreadsheets to track, analyze, maintain, monitor, and report data.  

Prepare schedules and other worksheets for the annual external audit of the district; serve as liaison to auditors to ensure an accurate and successful annual audit; conduct research and provide support as assigned.  

Assist college management and program administrators in the development, preparation, maintenance, and evaluation of budgets for a variety of programs; identify budget problems; recommend solutions, and implement corrective adjustments.  

Analyze and review accounting processes and procedures; formulate and recommend changes and revisions as needed to ensure effective and efficient operations.  

Maintain confidentiality of budgetary and personnel information and records.  

Provide guidance, training, and technical direction to management and staff.  

Perform other duties as assigned.  

_E_ = Essential Duties

KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:**

- Principles and practices of governmental and institutional fund accounting
- Generally Accepted Accounting Principles (GAAP)
- Applicable sections of State Education Code and State Community College Budget and Accounting Manual as they pertain to the District budget and accounting system
- Modern software packages, including word processing, database, and spreadsheet applications
- Fully-integrated computerized financial management systems
- Principles and practices of budget development
- Principles and practices of administrative research and report preparation
- Methods and techniques of financial and statistical recordkeeping and reporting
- Principles and practices of business communication
- Methods and techniques of effective customer service
- Modern office practices, procedures, and equipment
- Principles of project management
- Methods and techniques of general ledger posting and reconciliation
- Advanced accounting procedures and techniques
- Principles, methods, and techniques of financial analysis
ABILITY TO:

Establish and maintain effective working relationships with those contacted in the course of work
Analyze situations and adopt effective courses of action
Communicate clearly and concisely, both orally and in writing
Interpret and apply new and proposed legislation, contracts, State budget information, and projections to determine current and potential impact on the District
Provide guidance, training, and technical direction to staff and management
Plan and organize work to meet schedules and timelines
Exhibit detail orientation in the performance of duties
Work confidentially with discretion
Perform mathematical calculations quickly and accurately
Exercise tact and judgment in responding to inquiries and resolving difficult complaints and problems
Perform complex account and financial analyses and interpret results
Exercise initiative and independence of judgment and action
Prepare and maintain clear and accurate financial reports, statements, and records
Prepare comprehensive narrative and statistical reports
Evaluate financial and budgetary data and prepare forecasts and recommendations

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: A bachelor’s degree including or supplemented by at least 12 semester units of accounting coursework.

Experience: Four years of technical or three years of professional-level accounting or budget experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL ABILITIES:

Sitting and operating a keyboard to enter data into a computer for extended periods of time
Dexterity of hands and fingers to operate a computer and standard office equipment
Reaching to retrieve and file records
Hearing and speaking to exchange information on the telephone or in person
Seeing to read and audit financial records

HAZARDS:

Extended viewing of computer monitor