

Job Summary:

Job Title: Fiscal Support Analyst (9883)

- x Analyzes fiscal impact of new and/or proposed legislation/regulations on school finances.
- x Provides highly responsible technical support to designated department lead(s).
- x Studies other county office of education services and methodologies for possible implementation at Tulare County Office of Education.

Qualifications:

Knowledge of:

- x Principles and practices of school finance accounting and auditing.
- x Principles and practices of budgeting.
- x Principles of training and program evaluation.
- x Federal, State and County laws, rules and regulations pertaining to school finance.
- x Modern office practices, procedures, methods, and computer equipment.
- x Computerized systems used in financial accounting and report generation.
- x Budget development practices and encumbrance accounting.
- x Financial forecasting methods.

Skill/Ability to:

- x Analyze and interpret financial and accounting records.
- x Interpret and apply policies, laws and rules.
- x Communicate clearly and concisely, both orally and in writing.
- x Establish and maintain effective working relationships with those contacted in the course of work.
- x Quickly understand and organize financial information.
- x Clearly communicate fiscal concepts orally and in writing.
- x Use word processing and spreadsheet software (Microsoft products preferred).
- x Understand and complete oral and written directions.
- x Transport self to various school districts within Tulare County for the purpose of providing training and technical assistance.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping kneeling, crouching and/or crawling; and some fine finger dexterity. Generally, the job requires 90% sitting, 8% walking and 2% standing

Experience Required:

- Job related experience is desired.
- Five years of increasing responsible work experience involving school finance, accounting, auditing and budgeting required.
- Experience working with financial components of LEA plans is desirable.

Education Required:

- Bachelor's degree in job related area.

Certificates, Licenses, Clearances, testing and/or Bonding Required:

- x Valid California driver's license and proof of automobile insurance.
- x Department of Justice and FBI fingerprint response.

FLSA Status: Exempt

February 2022

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco – Free Workplace. This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.