

JOB DESCRIPTION

Job Title: Fiscal Program Development & Support Analyst (9726)

JOB SUMMARY:

The job of Fiscal Program Development and Support Analyst (FPDS) is done for the purpose of planning, organizing and participating in the development and implementation of fiscal processes to support districts with their funding plan. Under the direction of the Deputy Superintendent of Instructional Services, the FPDS performs specialized accounting; auditing of accounts, records and disbursements; monitors financial data and reporting systems; provides in-service on budget planning and implementation processes; and performs other related work as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Deputy Superintendent of Instructional Services and Leadership Support Services Administrator.

ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES:

- x Maintains financial historical documents and accounting records for the purpose of securing and making available historical information when needed.
- x Meets/confers with staff members, supervisor, district personnel and boards of education for the purpose of meeting statutory and internal financial reporting deadlines, district training, providing information to districts, and effecting changes in the financial system.
- x Provides training, technical assistance and information for the purpose of making other staff and district employees aware of pertinent financial information, available resources and procedural requirements.
- x Reviews/analyzes financial information and transactions for the purpose of understanding, correcting and providing approval of accounting information and assisting district and fellow employees in understanding financial transactions, reports and plans.
- x Schedules work efforts and completion deadlines, technical research, networking and requests for assistance for the purpose of completing assigned work in a timely manner, and meeting information needs of other staff and district employees.
- x Transports self to various school districts within Tulare County for the purpose of providing training and technical assistance.
- x Assists in the development and implementation of goals, policies, and priorities relating to Local Control Accountability Plan (LCAP).
- x Provides advice and counsel to management regarding budget preparation for LCAP. Locate and compile budget data. Review LCAPs for approval of fiscal accuracy.
- x Responds to requests for information and assist Leadership Administrator in their review of LCAP goals, actions and expenditures.
- x Prepares special financial and budgetary reports as requested.
- x Acts

QUALIFICATIONS:

Knowledge of:

- x Principles and practices of school finance accounting and auditing.
- x Principles and practices of budgeting.
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