

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE: Fiscal Analyst, Business Services

SALARY PLACEMENT: Confidential Employee Salary Schedule

SUMMARY:

Under the supervision of the Director of Fiscal Services is responsible for performing a variety of complex and technical payroll, position control and benefit related duties to assure that District employees are paid according to established guidelines and in a timely manner; process payroll, position control and benefit records and monitor data related to employees; and prepare payroll reports and other related reports. Requires independent judgment and problem solving skills to be fully exercised in relation to specific area of responsibility.

SUPERVISOR:

This position reports directly to the Director of Fiscal Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Analyze and compile financial data and prepare related reports and projections
2. Perform difficult accounting and budget work requiring the exercise of judgment in applying policies and regulations pertinent to the position
3. Prepares monthly, supplemental and retroactive payrolls
4. Responsible for reconciling gross pay, mandatory deductions, voluntary deductions and retirement deductions
5. Performs audits to assure that the District is in compliance with California Department of Education regulations and District contract and MOU's for each bargaining unit
6. Responsible for maintaining all records connected with payroll and employee/employer deductions covering social security, income tax, voluntary deduction
7. Update and maintain payroll set-up including salary schedules, calendars
8. Maintain detailed permanent records for vacation and sick days' balances for all contracted employees
9. Responsible for maintaining and processing garnishments to employees' wages
10. Assists County Office in preparing, auditing and reporting State Teachers Retirement and Public Employees Retirement contributions on a monthly basis
11. Reconcile monthly billings for all tax shelter annuities, credit union deductions
12. Prepares, processes and maintains complete records of position control
13. Creates and prepares spreadsheets to assist with financial analysis, including cost analysis of proposals for contract negotiations, staffing projections, and other district initiatives with fiscal impacts
14. Interprets and explains payroll policies to employees
15. Organizes, prepares and maintains comprehensive payroll data and payment records in accord with District, County and State guidelines
16. Prepares, organizes and reconciles accounting and budget records and reports
17. Prepares, reconciles and processes State and Federal reports as required
18. Maintains file and record system
19. Assists other business office staff
20. Acts as information source and trains or assists in training regarding specialized financial operations within assigned area(s) of responsibility
21. Responsible for open enrollment process of health and welfare benefits for all employees and retirees, including enrolling and maintaining employee health, welfare, and retirement benefit file throughout the year
22. Reconciles the health benefit payments of all insurance premiums for both certificated and classified including retirees
23. Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions
24. Other duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Knowledge of methods, practices and procedures pertaining to financial record management systems, legal mandates, district policies and regulations pertaining to accounting record management
- Relevant State and Federal laws, regulations and procedures
- Complex and technical accounting and clerical functions using manual as well as computer based accounting systems and procedures
- Accounting and computer terminology
- Computer applications, particularly spreadsheet and database

Ability to:

- Effectively utilize standard computer applications and business office equipment
- Display knowledge and understanding of accounting and auditing standards
- Plan and establish priorities and simultaneously perform a variety of accounting and budgeting activities
- Understand and carry out required work assignments without immediate supervision
- Understand and carry out oral and written directions
- Perform double entry bookkeeping and accounting
- Perform complex arithmetical calculations with speed and accuracy
- Establish and maintain cooperative working relationships and communicate effectively with those contacted in the performance of required duties
- Work efficiently under stringent time deadlines
- Prepare and present clear and concise reports and analyze data
- Learn the Standardized Account Code Structure (SACS) of the District

EDUCATION:

Combination of education and training equivalent to two years of college with focus in accounting, record keeping, and computer application principles and practices.

EXPERIENCE:

Three years of increasingly responsible technical accounting experience, preferably in payroll processing.

SPECIAL LICENSE:

Valid California Driver’s License

REQUIRED TESTING:

Must pass appropriate skills test for this position with a grade of 80 percent or better.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

Adopted: August 4, 2021

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education and Educational Services or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.