

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428



Job Description

POSITION TITLE: Fiscal Analyst, Business Services

SALARY PLACEMENT: Confidential Employee Salary Schedule

SUMMARY:

Under the supervision of the Fiscal Operations Manager, the Fiscal Analyst is responsible for performing a variety of complex and technical financial and data operations tasks including preparing, maintaining, and processing, financial and statistical records, journals, and reports in assigned areas of responsibility. Prepares and analyzes data and collaborates in areas related to cash flow and management, local, State, and Federal grants as well as various budget areas, including special education, state billing programs, and LCAP reporting in alignment with District goals, Board Policy, Administrative Regulation, and State Accounting Manual parameters. Requires independent judgment, analytical, and problem-solving skills to be fully exercised in relation to specific area of responsibility, including negotiations support.

SUPERVISOR:

This position reports directly to the Fiscal Operations Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited, to, the following:

1. Analyze and compile financial data and prepare related reports and projections.
2. Perform difficult accounting and budget work requiring exercising judgment in applying policies and regulations pertinent to the position.
3. Create and prepare spreadsheets to assist with complex financial analysis
4. Prepare, organize, and reconcile accounting and budget records and reports, including State and Federal reports as required.
5. Act as information source and train or assist in training regarding specialized financial operations within assigned area(s) of responsibility.
6. Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
7. Assist in comprehensive analysis and interpretation of complex material such as legal documents, grant guidelines, and/or tax codes utilizing advanced techniques to identify risks, and/or compliance issues.
8. Monitor and maintain Federal, State, and local budgets, applying insights to optimize performance and ensure alignment with regulatory requirements.
9. Communicate with site or District managers regarding all matters in areas of job responsibility.
10. Compile, audit, maintain, and reconcile student body records and other complex fiscal records and data.
11. Assist in year-end closing, audit, and budget development process.
12. Review and approve financial transactions based on assigned budgets.
13. Provide technical support for the Business Services Department and other District staff as required.
14. Analyze reports, financial transactions, and centralized accounting records to resolve discrepancies.
15. Other duties as assigned including, but not limited to, research, analysis, cash flow, memo preparation, and collaboration related to the development of procedures and memorializing of policies.

KNOWLEDGE OF:

- Methods, practices and principles of fiscal administration including accounting, cash flow, budget development, and data management
- Principles of fiscal operations, contracts, inventory, and student body practices, procedures, and fiscal administration
- Relevant State and Federal laws, regulations, and procedures
- Contract labor and lien processes 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
- 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 four 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.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

REQUIRED TESTING:

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

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: August 4, 2021

Revised: May 17, 2023

Revised: May 15, 2024

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.