

# Rocklin Unified School District

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



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## Job Description

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**POSITION TITLE:** Fiscal Analyst, Business Services

**SALARY PLACEMENT:** Confidential Employee Salary Schedule

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### 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, position control, and other related reports. 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 Director of Fiscal Services.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Analyze and compile financial data and prepare related reports and projections
2. Prepares, processes, and maintains complete records of position control
3. Perform difficult accounting and budget work requiring the exercise of judgment in applying policies and regulations pertinent to the position
4. Coordinates/prepares monthly, supplemental, and retroactive payrolls
5. Responsible for reconciling gross pay, mandatory deductions, voluntary deductions, and retirement deductions
6. 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
7. Responsible for maintaining all records connected with payroll and employee/employer deductions covering social security, income tax, voluntary deduction
8. Update and maintain payroll set-up including salary schedules, calendars
9. Maintain detailed permanent records for vacation and sick days' balances for all contracted employees
10. Responsible for maintaining and processing garnishments to employees' wages
11. Assists County Office in preparing, auditing, and reporting State Teachers Retirement and Public Employees Retirement contributions on a monthly basis
12. Reconcile monthly billings for all tax shelter annuities, credit union deductions, and other payroll reconciliations
13. Creates and prepares spreadsheets to assist with complex financial analysis, including cost analysis of proposals for contract negotiations, staffing projections, budget ratios, payroll costs, 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 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.

**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

Revised: May 17, 2023

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

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