

FISCAL ANALYST I/II/IIIDEFINITION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are **not** intended to reflect all duties performed within the job.*

Under direction, performs varied and complex professional accounting and financial analysis work relating to various grants and programs; fiscal and contract management; fiscal program analysis and compliance; prepares analytical, narrative, statistical, accounting and financial reports; develops and monitors budgets; and prepares financial statements and reports and related duties as required.

DISTINGUISHING CHARACTERISTICS

Fiscal Analyst I is the entry-level classification in the Fiscal Analyst series. Incumbents in this class work under supervision. This class is distinguished from the Fiscal Analyst II by the performance of the routine tasks and duties assigned to positions within the series. Incumbents make decisions based on well-defined parameters, using moderate independent judgment. As the requisite skill and knowledge are developed, greater independence is exercised. Positions in this class are not flexibly staffed; therefore, incumbents do not automatically promote to the II level after one year.

Fiscal Analyst II is the journey-level classification in the Fiscal Analyst series and is distinguished from the Fiscal Analyst I by the responsibility to perform the full range of duties typical of positions in the class series. Incumbents work independently, require minimal supervision, and must exercise independent judgement in carrying out their responsibilities. They receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are not flexibly staffed; therefore, incumbents do not automatically promote to the III level after one year. This class differs from Fiscal Analyst III in that incumbents of the latter class independently perform the most complex professional accounting and analytical work and may have supervisory responsibility over lower-level Fiscal Analysts and other fiscal staff.

Fiscal Analyst III is the advanced level and supervisory classification in the series, and is distinguished from Fiscal Analyst I/II by the performance of the most complex accounting and analytical work within the assigned department. Incumbents independently perform professional accounting and analytical duties and may also supervise Fiscal Analysts I/II, as well as other fiscal staff.

SUPERVISION RECEIVED AND EXERCISED

Fiscal Analyst I - Receives supervision from higher-level lead, supervisory or management staff.

Fiscal Analyst II – Receives general supervision from higher-level lead, supervisory or management staff.

Fiscal Analyst III – Receives direction from departmental management staff; exercises supervision over Fiscal Analyst I/II and other fiscal staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Fiscal Analyst I/II

Provides information for and prepares periodic accounting, fiscal reports, and analysis to internal units, federal, state, and local agencies and/or to private auditing firms as required by governing agencies.

Prepares reports and analysis on accounting activities relating to funds, grants and programs.

Prepares journal entries for programs, grants and related accounts; posts entries to general ledger; reconciles balances; transfers funds and closes accounts as appropriate.

Prepares various financial statements including worksheets, balance sheets, income statements, statements of cash flow, adjusting and closing balance sheets, depreciation schedules, allocation schedules, and cost reports.

Monitors the status of various grants including analyzing the availability of funds, reviewing expenditures, and ensuring that activities comply with grant regulations.

Maintains the budget for a variety of grants and programs; reviews supplies and equipment purchases and other related expenditures; monitors grant and program budgets.

Participates in the review, development and implementation of accounting systems and procedures.

Reconciles accounts.

Works to determine reasons for significant differences between anticipated revenues, expenditures and fund balances in department budgets.

Assists in the development and implementation of analytical studies that pertain to the short- and long-range financial planning for the department.

Develops tools and models for fiscal analysis.

Conducts studies, analysis and reconciliation of funds under departmental responsibility to ensure accuracy of all finance activities.

Performs analytical and technical work in the formulation and administration of department or division budgets, development and management of grants and contracts, and management of department level procurement.

Participates in budget development and administration for a variety of department budgets; prepares cost estimates for budget recommendations; monitors and controls expenditures.

Compiles and analyzes data.

Performs research and statistical analyses on administrative, fiscal, personnel, and/or programmatic issues.

Performs related duties as assigned.

Fiscal Analyst III (in addition to the duties above):

Performs the most complex accounting and analytical work, including determining cost allocation methods, managing funds, and calculating interim billing rates.

Performs complex fiscal analyses; prepares recommendations regarding the status of various fund balance projections, fiscal transactions, and related financial activities for an assigned department; may direct and review the work of unit staff in performing fiscal analyses and preparing recommendations.

Develops the most complex departmental budgets; may direct staff involved in the development of the budget or a portion of the budget, including the proper expenditure coding, document preparation, and other financial-related activities; monitors budgets for various units and projects.

Assures fiscal accounting oversight, monitoring, management of contracts, grants, and other funding and expenditure sources.

Participates in the selection of staff, provides or coordinates staff training; works with employees to correct deficiencies.

May plan, prioritize, assign and supervise the work of Fiscal Analyst I/II and other fiscal staff.

Prepares reports and makes recommendations on departmental financial policies, procedures, and operations.

Answers questions and provides information to the public; assists auditors as needed; investigates complaints and recommends corrective action as necessary to resolve complaints.

Performs related duties as assigned.

QUALIFICATIONS:

Fiscal Analyst I

Knowledge of:

Basic principles, practices and theories of accounting.

Methods and procedures of governmental budget preparation and control.

Statistical analysis methods.

Pertinent Federal, State, and local laws, codes and regulations.

Modern office procedures, methods and equipment.

Basic mathematical principles.

Ability to:

Learn to interpret and apply Federal, State and local policies, procedures, laws and regulations.

Gather and analyze complex data.

Perform budget, grant, contract analysis, preparation and monitoring.

Prepare a variety of financial statements and reports.

Examine and verify financial documents.

Analyze and make effective recommendations regarding financial and accounting procedures.

Identify problems and central issues.

Reason logically and critically.

Perform, analyze and document research.

Communicate clearly and concisely, both orally and in writing.

Recommend and implement changes and improvements.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Work independently and accept increasing responsibility.

Utilize computer hardware, software and peripherals to accomplish work objectives.

Fiscal Analyst II (In addition to the qualifications for Fiscal Analyst I):

Knowledge of:

Intermediate principles, practices and theories of accounting.

Advanced methods and procedures of governmental budget preparation and control.

Organization, policies and operating procedures of the department.

Budgeting procedures and techniques.

Fiscal Analyst III (In addition to the qualifications for Fiscal Analyst I/II):

Knowledge of:

Advanced principles and practices and theories of accounting.

Principles of supervision, training, and leadership.

Ability to:

Analyze and evaluate accounting and auditing problems.

Handle highly difficult and sensitive issues and projects.

Understand, interpret, and apply complex laws, rules, and regulations as they relate to various areas of responsibility.

Collect, interpret and evaluate complex narrative and statistical data pertaining to fiscal and management matters.

Develop pertinent accounting and related data in the preparation of reports and statements; prepare complex financial and statistical reports.

Supervises the work of subordinate support staff as assigned.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Fiscal Analyst I: Some professional level accounting or fiscal analytical experience is desirable.

Fiscal Analyst II: At least one (1) year of professional level accounting experience as Fiscal Analyst I in Glenn County, or Two (2) years of professional accounting or fiscal analytical experience in a private or public entity. Incumbents do not automatically promote to Fiscal Analyst II.

Fiscal Analyst III: At least one (1) year of professional level accounting experience as Fiscal Analyst II in Glenn County, or Three (3) years of professional accounting or fiscal analytical experience in a private or public entity. Incumbents do not automatically promote to Fiscal Analyst III.

Training (for all levels):

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field.

Substitution: Additional progressively responsible experience in accounting or financial analysis may be substituted for the required education.

License:

Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

WORKING CONDITIONS

Mobility - Frequent operation of a data entry device and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs.

Lifting - Frequently 5 lbs. or less; occasionally 5 to 30 lbs.

Visual - Constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision.

Dexterity - Frequent holding, reaching, grasping, repetitive motion, and writing.

Hearing/Talking - Frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone.

Emotional/Physiological Factors - Frequent decision making, concentration, and working alone; occasional public contact.

Environmental Conditions - Occasional exposure to noise, dust, and poor ventilation; occasional exposure to varied weather conditions.

Special Requirements-Some assignments may require occasional working weekends, nights, and/or occasional overtime; occasional travel.