FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY  

Business Analyst

BASIC FUNCTION:

Under the direction of the Vice President, Workforce and Economic Development, or an assigned supervisor, prepare detailed weekly revenue forecasts and performance metrics for the Professional and Workforce Development sales team and other revenue generating units within the Workforce and Economic Development unit. Perform analysis on all revenue generated and projected and conduct a regionalized analysis of revenue potential based on deliverables and report results to management as well as other internal departments, as required. Prepare and maintain all contracts with industry clients and independent contractors. Prepare, maintain and monitor all division budgets for De Anza College Workforce and Economic Development units, including grants and categorical funds (CACT, VTEA, Tech Prep, CalWORKs, ETPL, WIA), analyze data, assist in the preparation of grant financial reports, and provide high level professional accounting and assistance to the Vice President, the Workforce Education Coordinator, the Budget Director and other District administration.

REPRESENTATIVE DUTIES:

1. Coordinate with all Deans, Directors and Coordinators within the Workforce and Economic Development division to gather data, analyze financial results, prepare financial recommendations, and develop customized forecasting and budget reports.

2. Develop revenue and productivity models for all division enterprise units and implement weekly/monthly revenue projection reports based on confidence level reporting.

3. Maintain weekly sales pipeline and provide regionalized demand and revenue forecasts and productivity updates for the Professional and Workforce Development unit to ensure expense controls and identify areas of savings or optimization to reduce operational expenses.

4. Assist in the creation and maintenance of contract development procedures for clients (employers) and independent contractors.

5. Analyze historical data and inventory metrics; identify underlying revenue trends and risk elements for the enterprise units, including the Distance and Extended Learning unit, to develop inventory and pricing analysis based on market trends.

6. Prepare and provide monthly financial reports (profit and loss, key indicators, expense detail, sales and order detail, monthly trends) forecasts and operating review presentations for all the division’s units.

7. Prepare data and financial analysis necessary for decisions on client and grant proposals, pricing, and other financial issues (gross margins, capacity, breakeven, and overhead costs of enterprise units).

8. Provide direct assistance to the Director of Professional and Workforce Development and the Workforce Education Coordinator to maintain and balance all categorical accounts (CACT/VTEA/TechPrep) and assure that all program expenditures of categorical allocations are within allocated budgets; monitor and reconcile budgets; propose budget changes and participate in project budget applications.

9. Prepare and maintain all contracts with industry clients and independent contractors.

10. Prepare and review annual operating plans by each of the division’s unit.

11. Analyze trends, variances, and changes as part of the planning process for the division.
12. Develop appropriate financial tools for providing effective financial information and analysis.

13. Utilize computer systems including and/or financial systems to prepare and analyze information.

14. Prepare, maintain and monitor accounting records and produce accounting reports and forecasts, specifically for the Workforce Education (VTEA, TechPrep) and Professional and Workforce Development units.

15. Develop budget control structure and administer budget policies and procedures for the division’s operations.

16. Monitor debt administration by preparing and processing correspondence, calculating debt service, and managing and reconciling debt service accounts.

17. Assist in preparation of division’s budgets.

18. Manage special projects and other duties as assigned such as reconciling monthly account statements and fielding questions from district-wide units and staff members.

19. Develop indicators and measurable goals, track and follow up for appropriate actions.

20. Identify and extract data from district databases and prepare reports.

21. Oversee the technical implementation of the budget process as developed by campus Budget Officer and coordinate development, details and processing with appropriate staff and administrators within the district budget calendar.

22. Monitor current status of various projects to assure continued financial viability and compliance with pertinent statutes and regulations.

23. Interact with College administrators, staff, and committee to inform them of the status of current operations.

24. Prepare financial data for quarterly and budget reports; analyze budget information and prepare a variety of reports related to budget status.

25. Balance all division budgets in the financial reporting (FRS) and human resources (HRS) systems, reconciling with federal, State and local agency reports; match HRS budget feeds to approved transfers and inputs to FRS; assist staff in routine tasks including the preparation of reports; attend meetings.

26. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
1. Generally accepted accounting and auditing principles, practices and procedures.

2. Grant agency practices, procedures and requirements.

3. Sales forecasting, financial analysis, and research procedures.

4. Applicable sections of State Education Code, State Budget and Accounting policies and other applicable laws.

5. Modern office practices, procedures and equipment.

6. Operation of a computer and assigned software, including accounting and financial record keeping software.

7. Technical aspects of field of specialty.

8. District organization, operations, policies and objectives.
9. District budget, accounting, organization, operation and purchasing policies and objectives.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Ensure consistency in pricing and manage price deviation process for enterprise units.

3. Prepare, reconcile, balance and audit various records and accounts.

4. Prepare comprehensive reports.

5. Perform a variety of analysis of regional data for projecting sales revenue in the preparation, maintenance and control of Division budgets.

6. Perform high level professional accounting work in the analysis, maintenance and auditing of accounts affecting Division-wide operations.

7. Prepare and maintain contracts for industry clients and independent contract instructors.

8. Prepare monthly sales and budget reports, analyze the data and create the back up necessary for management.

9. Assure compliance with applicable District policies, procedures and governmental regulations.

10. Prepare, maintain, reconcile, balance and audit budgets and monitor accounts.


12. Interpret, apply and explain rules, regulations, policies and procedures.

13. Plan and organize work.

14. Operate a variety of office equipment and machines.

15. Establish and maintain cooperative and effective working relationships with others.

16. Interpersonal skills using tact, patience and courtesy.

17. Work independently with little direction.

18. Meet schedules and timelines.

19. Compile, analyze and record sales, financial and statistical data.

20. Communicate effectively both orally and in writing.

21. Analyze data and draw conclusions.

22. Show sensitivity to diverse environment.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor's degree in accounting, finance or business administration and three years related accounting or sales management experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Sitting for extended periods of time.

DATE APPROVED:
RANGE: N-53
EEO-CATEGORY: H-50