Financial Analyst

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform responsible accounting work for the accounts receivable activities in Accounting Services and implement various accounting procedures for the District; identify, analyze and resolve problems related to the District’s computerized financial reporting system (FRS) and related accounting issues.

REPRESENTATIVE DUTIES:

1. Analyze problems and prepare journal entries for corrections, transfers, revisions and labor reallocations; prepare monthly expense and income reports.

2. Communicate with campus personnel; research and answer inquiries regarding Monthly Expense Reports (MER); provide guidance and training to campus personnel in understanding MER's.

3. Prepare, post and audit invoices; verify compliance with District policies and procedures; maintain vendor files.

4. Prepare journal entries to adjust invoices, review and verify financial transactions, research problems, monitor reports for accuracy, and input data into the FRS.

5. Maintain allowance for doubtful accounts; collect on outstanding receivables according to established procedures.

6. Oversee the functions of FRS including tracking, monitoring and informing District accounting staff of system changes and problems; serve as liaison with Data Services to resolve problems; provide training to campus FRS users.

7. Verify accuracy of monthly financial reports; reconcile computerized reports; compile and distribute financial reports.

8. Analyze student enrollments; perform appropriate tuition reimbursements; clear receivables and credit tuition and fees to appropriate accounts.

9. Prepare monthly and quarterly District sales and use tax returns.

10. Compile and analyze data as assigned, including budgets, expenditures, encumbrances and others; review accounting procedures and policies and make recommendations for improvements.

11. Prepare and maintain a variety of financial and statistical reports.

12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Methods, procedures and terminology used in accounting, auditing and budgeting.
2. Financial analysis and research procedures.

3. Applicable federal, State and District policies, procedures, rules and regulations.

4. Financial and statistical record-keeping techniques.

5. Operation of a computer and assigned software.

6. Oral and written communication skills.

7. Interpersonal skills using tact, patience and courtesy.

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. Perform responsible accounting work for the accounts receivable activities in Accounting Services and various accounting procedures for the District.

3. Answer questions and resolve problems relating to the District's FRS and accounting issues.

4. Communicate with campus personnel.

5. Maintain accurate financial and statistical records.

6. Verify, balance and adjust accounts.

7. Prepare and analyze comprehensive accounting reports.

8. Operate a computer and assigned equipment.

9. Communicate effectively both orally and in writing.

10. Complete work with many interruptions.

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

12. Analyze situations accurately and adopt an effective course of action.

13. Meet schedules and time lines.

14. Plan and organize work.

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

16. Work independently with little direction.

17. Assign and direct the work of others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in business administration, accounting, public administration or related field and three years increasingly responsible accounting work.

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 a variety of materials.

4. Sitting for extended periods of time.

DATE APPROVED: March 1, 1999

RANGE: N-44

EEO-CATEGORY: H-50