



Marin County Office of Education as the Administrative Agent
for the California Collaborative of Educational Excellence

1111 Las Gallinas Avenue, PO Box 4925
San Rafael, CA 94913-4925

Professional Expert Description
Fiscal Analyst for Marin COE as the Administrative Agent

THE POSITION:

Under administrative direction, the Fiscal Analyst performs a variety of technical, budget, payroll and accounting duties related to the fiscal activities of the CCEE.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Fiscal Analyst position, and:

BUDGET PREPARATION AND MAINTENANCE:

- Supports development and maintenance of budget(s) including projected income and expenditures
- Monitors receipt of materials and invoices
- Prepares budget revisions as required
- Reviews records verifying payment of expenditures and balances
- Processes Professional Expert Agreements, Independent Contractor agreements, billing, or invoices for district utilization of service, workshop attendance, or other activities.

CONTRACT PREPARATION AND PROCESSING:

- Reviews draft contracts
- Processes final contracts for signatures
- Tracks status of contracts
- Processes invoices and reimbursement requests pursuant to contracts with third parties

PAYROLL PROCESSING AND PURCHASE ORDERS:

- Enters, reviews and processes purchase orders
- Facilitates review, approval and timely submission of employee timesheets and absence reports

INTERNAL FISCAL MATTERS:

- Reconciles, reviews and processes credit card statements
- Reconciles, reviews and processes travel reimbursements

FISCAL LIAISON:

- Assists with year-end closing
- Serves as main point of contact between CCEE and Marin COE Business Services department related to all fiscal matters.

Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described.

KNOWLEDGE OF:

- Basic budgetary practices
- Functions of financial systems
- California School Accounting Manual
- California's Standardized Account Code Structure

SKILLS AND ABILITY TO:

FINANCIAL SKILLS:

- Read and understand financial documents
- Read and understand contracts
- Ability to learn advanced functions of financial systems
- Track and understand multiple, complex financial activities
- Review and assign financial transactions based on California's Standardized Account Code Structure.

OPERATIONAL SKILLS:

- Operate a computer and various software applications/databases, dictation/transcription equipment, calculator and duplicating equipment;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Plan, organize, and prioritize own work to meet deadlines and accomplish tasks within established timelines;
- Maintain orderly work environment and perform tasks in a prescribed and safe manner;
- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources;
- Resolve issues and challenges; ensure issues and challenges are appropriately communicated
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Accepted business English usage;

- Telephone etiquette;
- Safe work practices.
- Plan and arrange work toward set objectives, referring only unusual cases to supervisor.

LANGUAGE SKILLS:

- Written communication to prepare clear, concise letters, memoranda and other written documents with correct grammar, punctuation and spelling;
- Oral communication to communicate effectively, tactfully, diplomatically, and sensitively;
- Reading comprehension skills to interpret policies, administrative regulations, laws and programs and accurately explain to others

MATHEMATICAL SKILLS:

- Computational skills involving addition, subtraction, multiplication, division and percentages.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions of intermediate complexity;
- Ability to deal with standardized situations with variables;
- Decision making skills to exercise independent thinking and good judgment;
- Effectively coordinating a variety of simultaneous functions in a multi-operational department;
- Research skills to identify and collect appropriate data.

PHYSICAL DEMANDS:

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:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 70% sitting, 15% walking, and 15% standing.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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:

- Regularly works in inside environmental conditions with:
 - Minimal temperature variations,
 - A generally hazard-free environment,
 - A clean atmosphere
- Frequently works with a video display terminal for prolonged periods;
- The noise level is typical of an open office work environment with background noise of telephones and conversations;

- Works under stressful conditions with numerous interruptions and shifting demands