

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: FINANCIAL ANALYST

QUALIFICATIONS:

1. Knowledge of methods, practices and terminology used in general and governmental accounting
2. Experience in school accounting; auditing experience desirable
3. College coursework in business and accounting desirable
4. Knowledge of modern office practice and procedures and operation of common office equipment including but not limited to typewriter, calculator and computer
5. Ability to coordinate work of others

REPORTS TO: Administrator as assigned

JOB GOAL: This position is responsible for areas of financial reporting, some phases of internal and external auditing and helps to assure that Financial Services operates in most effective manner

PERFORMANCE RESPONSIBILITIES:

1. Assists in preparation of assigned state, federal and county financial reports as directed
2. Assists in preparation of annual reports
3. Monitors and balances deferred compensation fund
4. Monitors and prepares mandated cost claims
5. Prepares workers' compensation reports, cash flow reports, and special reports as assigned
6. Reconciles Bakersfield City School District financial reports to Kern County Superintendent of Schools financial reports
7. Conducts internal auditing as required and coordinates external auditors
8. Monitors and audits student body funds
9. Serves as primary resource for information in assigned areas of responsibility
10. Coordinates work of other employees assigned to unit
11. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 30

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable