

FISCAL ANALYST – CONFIDENTIAL

DEFINITION

Under direction, performs complex fiscal and administrative duties including professional accounting, financial system development, contract management, grant administration, fiscal analysis, audits, reporting, and day-to-day supervision of assigned staff. Areas of supervision and oversight may include accounting, payroll, procurement, accounts payable/receivable, revenue, and collections. May perform other related work as required.

DISTINGUISHING CHARACTERISTICS

The Fiscal Analyst (Confidential) is distinguished from the Accountant I/II series in that incumbents in this professional classification are fully competent to independently perform professional analytical assignments within general policy and procedural guidelines; responsibilities require the use of independent judgment, the application of analytical processes and the evaluation of alternative courses of action; and provides supervision to assigned staff.

TYPICAL TASKS

- Performs analysis of complex issues, including case management system requirements and capabilities; and develops, recommends and implements solutions
- Researches and resolves complex accounting errors or discrepancies to ensure accurate accounting and compliance with applicable rules, regulations, and laws
- Prepares reviews and analyzes all types of accounts and records of financial transactions
- Performs complex professional accounting tasks within the area of assignment
- Ensures establishment and operation of effective accounting controls
- Administers and tracks grants; prepares statistical and financial reports
- Oversees the operations of the Court's payroll, contract management, procurement, accounts payable, revenue collection and distribution or other financial accounting functions
- Analyzes or oversees requests for changes and identifies the impacts of those requests on financial systems and procedures
- Participates in or provides technical/analytical support for budget development and in labor relations/negotiations with recognized employee organizations
- Serves as a technical resource to Court staff and other state and local agencies
- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff

EMPLOYMENT STANDARDS

Knowledge of:

- Generally accepted accounting and auditing principles and practices
- Accounting-related computer applications both standard and Court developed
- Principles and practices of financial administration including: financial reporting, budgeting, payroll and purchasing, accounts payables and receivables, closing the books and the preparation of financial statements and bank reconciliations
- Principles of governmental accounting and budgeting
- Mathematical techniques involved in collecting, organizing, interpreting, summarizing, analyzing and presenting numerical data
- Principles and practices of supervision
- Principles and practices of public/business administration
- Correct English usage including spelling, grammar and punctuation

Ability to:

- Analyze data and issues, evaluate alternatives and reach sound conclusions; recommend and adopt effective solutions
- Collect, evaluate, and interpret appropriate and applicable data, in statistical, financial, or narrative form; evaluate previous research on topics relevant to assigned duties
- Apply sound and creative problem solving techniques to resolve issues and problems; present conclusions and recommendations clearly, logically and persuasively
- Organize work, set priorities and meet critical deadlines
- Develop and implement goals, objectives, policies, procedures, and work standards
- Analyze, identify and correct discrepancies or errors in financial or statistical documents
- Read, interpret, apply and explain financial policies and procedures, laws, rules and regulations
- Apply accounting principles and procedures to solve operational problems
- Apply general accounting, budget development and administration, auditing, procurement and contracting, financial grant administration principles and practices
- Select, train, supervise, evaluate and discipline subordinate staff
- Plan, organize and direct the work of others
- Plan and organize the work of others in a team
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with staff at all levels in the organization

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs., such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

EXPERIENCE/EDUCATION

- 1) Graduation from an accredited four-year college or university in accounting, business administration or a closely related field, including 12 semester units of accounting, and three years of progressively responsible professional experience in a related field, e.g., accounting/auditing, budgeting, procurement and contracting, and financial grant administration **OR**
- 2) Graduation from an accredited four-year college or university in any field, and four years of progressively responsible professional experience in accounting/auditing, budgeting, procurement and contracting, financial grant administration. Experience may be substituted for the educational requirement on a year-for-year basis up to four years

Supervisory and/or lead worker experience is highly desirable