



PERSONNEL COMMISSION

Class Code: 0862
Salary Range: 40 (M2)

FINANCIAL AUDITOR/ANALYST

JOB SUMMARY

Under direction, conduct studies, analyses and audits of financial operations and transactions and related administrative systems; develop and monitor the implementation of financial internal control procedures; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Analyze and verify financial operating statements, records and procedures including cash, bank statements, collections, disbursements, accounts payable and other assets and liabilities. ***E***
- Review payroll timekeeping reports at school sites and District offices to determine accuracy of data. ***E***
- Organize and document findings of studies and prepare recommendations for implementation of new procedures and systems. ***E***
- Confer with school administrators and other managers on the conduct and purpose of audits and desired results; may install and train personnel in new procedures and applications. ***E***
- Audit school enrollment and attendance records and record keeping methods; identify discrepancies, recommend improvements and assist school personnel in taking corrective action. ***E***
- Inspect entries in journals and ledgers and trial balances to determine if accepted accounting procedures were followed in recording transactions. ***E***
- Prepare reports concerning findings and make recommendations on operations and transactions. ***E***
- Research or inquire into possible irregularities in District activities, which may have a financial impact. ***E***
- Work with audit teams members on the development of accounting standards and the application of standards to District accounting operations and programs to include the revision of accounting instructions and manuals. ***E***

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Financial Auditor/Analyst conducts comprehensive analyses and studies of financial and related administrative systems to identify discrepancies, lack of compliance, inefficiencies or irregularities. The incumbent also assists accounting and other personnel in taking corrective action in accounting and financial recording and reporting systems. The incumbent often works as a member of an audit team in conducting studies and audits of District financial and administrative operations.

EMPLOYMENT STANDARDS

Knowledge of:

Generally accepted professional level accounting and auditing principles, practices and procedures.

Preparation, maintenance and verification of accounting records.

Preparation of financial statements and comprehensive accounting reports.

District organization, operations and policies.

The application of electronic data processing to financial transactions including on-line applications.

Ability to:

Perform examinations of District financial and administrative internal controls.

Advise and assist District personnel on accounting, financial reporting and compliance with regulations.

Plan and organize work.

Prepare clear and concise reports.

Maintain accurate financial and statistical records.

Compare numbers and detect errors.

Maintain confidentiality of audit records and findings.

Meet schedules and timelines.

Operate office equipment such as personal computer, calculator and multi-line telephone.

Establish and maintain effective working relationships with others.

Education and Training:

Graduation from an accredited four year college or university with a bachelors degree in accounting or business administration or a closely related field.

Experience:

At least three years of professional financial or accounting experience, preferably in a public agency, involving analysis of accounting systems and writing reports.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

WORKING ENVIRONMENT

Office environment; visits to school sites.

There will be occasions for an incumbent to work an irregular schedule such as evenings and weekends as directed.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

Sitting for extended periods of time.

Seeing to review and analyze financial or other records and reports.

Hearing and speaking to exchange information in person or telephonically.

Agility sufficient to perform professional examining of records and materials which may include bending, kneeling, stooping, climbing a ladder and lifting and carrying up to 40 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

DATE: 11/97