

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising Financial Systems Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Finance	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE	044 Supervisors'
REVISED:	October 15, 2002		

BASIC FUNCTION:

Provide budgetary-accounting services for the reconciliation, balancing, and control of the district-wide financial database; supervise and evaluate work of assigned staff.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Prepare detailed schedules and reports to reconcile and balance the district's financial data base and general ledger. **E**

Supervise the entry of budgets, expenditure, and encumbrance data onto the on-line financial database. **E**

Prepare reports and schedules to reconcile and balance fixed charges to the financial database. **E**

Prepare cash transfer request from various benefit accounts to self-insured programs. **E**

Review, audit, and interpret data systems reports and make necessary corrections, additions, or deletions. **E**

Perform budget cost control for general and special fund accounts; maintain auditable fiscal records **E**

Confer with district managers, professional staff, and clerical assistants regarding current fund status and corrections needed to maintain proper account balances. **E**

Maintain liaison with staff regarding design, development, and implementation of new systems for the financial data base. **E**

Plan, coordinate, and attend meetings as required. **E**

Provide information necessary for tracing financial transactions through various systems. **E**

Research and complete special budget studies, determine historical variances, and project future expense. **E**

Select, train, supervise, and evaluate the work of assigned staff. **E**

Operate standard office equipment and microcomputers. **E**

May assist budget analysts in developing budget estimates and in conducting feasibility studies.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college with a major in finance, accounting, or other closely related field and four years of full-time, paid budget control or accounting experience, preferably in a setting involving the use of a mainframe computer with microcomputer interface.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Budgetary control techniques and automated data processing requirements.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Reconcile diverse financial data and prepare reports.

Make budget projections.

Train, supervise, and evaluate the work of others.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor Setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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