

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Financial and Technical Analyst

**BASIC FUNCTION:** Under direction of the Vice President of Business Services, conducts complex financial analysis, planning, and fund management, budget analysis; accounting and administration; position control changes; systems planning, automation development and administration; publications development and coordination and College development functions. This is an advanced journey-level position, and the work assigned requires fully developed accounting skills in several specialized areas including budget, forecasting, and analysis.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Performs high-level problem-solving and analytical tasks such as revenue and expenditure forecasting, enrollment and efficiency trends, etc.
2. Performs statistical and administrative data collection and analysis; develop, evaluate and present alternative recommendations.
3. Evaluates and makes recommendations in operations systems, procedures, policies and methods. Provides financial analysis, recommends planning strategies and reviews fund management indicating areas of concern and/or potential recommendations to administration.
4. Conducts research and prepares analyses or reports regarding annual college-wide budget allocations, reallocations, revenues and formula allocation; updates and may conduct program and service evaluations.
5. Prepares reconciliations; prepares analytic schedules for college council meetings, administrators and Governing Board agendas; may review and report funding for Governing Board agenda items and may provide budget review and analysis of personnel actions.
6. Prepares, reviews, and submits a variety of informational reports, reconciliations and statements to and from internal departments and external agencies.
7. Prepares training materials for staff, faculty and students; assists with training on budget development policies and procedures.
8. Assists District Information Technology staff in the implementation and upgrading of the College computerized systems used in administration, student services and instructional functions. Assists the administrative college staff in conducting job automation for financial responsibilities
9. Responds to analytical and information inquiries from college staff and faculty, creates and processes transfers from the various accounts, prepares periodic status reports to end users.
10. Prepares budget and expenditure transfers setups for input to the computerized accounting system, updates budget system as assigned;
11. Assists in the development and submission of the college budgets including preparation of special studies regarding operation and capital budgets.
12. Coordinates information and prepares data on budget to Vice President of Business Services.
13. Compiles data for the preparation of instructions, recommendations, reporting systems and

reports.

14. Assists in reviewing budgets throughout the college and making recommendations for proper allocation.
15. Answers complex budget questions, prepares complex budget data for presentations.
16. Continues professional development to meet the demands of a continually changing learning environment.
17. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
18. Performs other duties related to the position as assigned.

**EDUCATION:** Bachelor's degree from an accredited institution in accounting, finance, public administration, statistics, business administration or a related area is required. Additional qualifying experience may be substituted for the bachelor's degree on a year for year basis with one year of full time experience being equal to 30 semester or 45 quarter units of coursework.

**EXPERIENCE:** Three or more years of full-time experience in a professional level administrative or accounting assignment. Experience in or knowledge of higher education operations is preferred.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Principles and practices of accounting and finance; preparing budget spreadsheets and reports with results of analytical information. Knowledge of methods utilizing quantitative and qualitative statistical analysis for information gathering and reporting. Methods, practices, principles, procedures, and terminology used in accounting; generally accepted accounting principles; governmental accounting standards; the California Community College's Budget and Accounting Manual; computer software applications, including Excel , Access and Word; the operation of business equipment, including computers, copiers, and calculators; English language and grammar.

**ABILITY TO:** Assist the Vice President in working with faculty staff and students in the process of information gathering. Establish and maintain effective working relationships including strong organizational skills, team working and interpersonal skills. Gather and analyze data, reason logically and draw valid conclusions; quickly learn and apply rules, clearly communicate ideas and recommendations; write clear and concise reports; work with and provide direction for staff; use computerized records, statistical packages, spreadsheets and databases. Essential characteristics include strong organizational written and oral skills.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, other departmental staff, other California Community College staff, Riverside County Office of Education, and State Agencies.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.