

**Fiscal Services Analyst
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=244317>

Downloaded On: Nov. 21, 2024 3:15pm

Posted Sep. 5, 2024, set to expire Dec. 28, 2024

Job Title Fiscal Services Analyst
Department Fiscal Services
Institution Mt. San Antonio College
Walnut, California

Date Posted Sep. 5, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Fiscal Services

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Job Description

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Position Number: CM-174-2024

Division: Administrative Services

Department: Fiscal Services

FTE: 1.00

Term (month/year): 12 Months/Year

Annual Salary Step Range: \$98,678.04-\$125,940.84

Initial Screening Date: 09/18/2024

Open Until Filled: Yes

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Position Description

Position Overview:

Definition:

Under general supervision, performs a variety of specialized complex, technical, professional, and confidential duties involved in the analysis of financial transactions and the implementation, configuration, and functionality of financial software applications. Coordinates assigned activities and provides technical support and assistance to financial system users. Work requires thorough knowledge of the assigned area as well as its procedures and operational details. The incumbent will also provide the expertise to properly document, implement, support, and train on the functionality of financial automation solutions and ensure financial data quality, integrity, and accuracy.

Supervision Received and Exercised:

Receives direct supervision and work assignments from assigned manager. Exercises no direct supervision of staff. Provides technical and functional direction and training to staff.

Class Characteristics:

This is a specialized classification responsible for assisting Fiscal Services managers and staff users with implementing and using financial software applications and analyzing financial transactions. Incumbents are expected to possess knowledge of budgeting, accounting, and financial application systems. This classification is distinguished from the Fiscal Services Specialist classification by the ability to create, configure, and analyze complex financial transactions and software applications. This classification is distinguished from the Director of Fiscal Resources in that the latter has full management and supervisory responsibility for planning, organizing, and directing the full scope of operations of the Budget and Accounting Coordinator and the Fiscal Specialists.

Examples of Essential Functions(Illustrative Only):

1. Serves as accounting/budget lead responsible for analyzing the budget, accounting, auditing, and reporting requirements of financial transactions. May include the analysis of transactions related to Payroll, Purchasing, Accounting, and Student Accounts.
2. Leads the budget work of Fiscal Specialist staff by prioritizing projects, delegating assignments, setting deadlines, reviewing the work, and explaining the changes.
3. Performs key financial analysis, reconciliations, and projections of revenues and expenditures.

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4. Evaluates budget to actual results and trend analysis comparisons.
5. Researchs and develops procedures to resolve complex budgeting, accounting, auditing, and system functionality problems.
6. Recommends and implements any necessary changes in operations and procedures.
7. Assists the Fiscal Services department with planning, conducting, testing, and implementing office automation improvements, operational practices, and systems to enhance organizational effectiveness.
8. Leads and performs testing of financial management systems or emerging technologies to ensure the delivery of accurate, timely, and consistent quality data.
9. Develops and/or reviews a variety of highly complex reports.
10. Coordinates, develops, and reviews the preparation of the annual College budget.
11. Configures the budget software to ensure correct calculation of salaries and benefits projections, position control, salaries and benefits scenarios and what if-analysis, chart of accounts, and organizational structure.
12. Prepares and balances College personnel budget and determines and interprets savings from vacant positions.
13. Reviews audited financial statements; schedules, prepares, and gathers financial data for the audit report.
14. Assist with the development of training materials related to Fiscal Services financial processes and software applications and provides training to internal and campus staff.
15. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
16. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
17. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
18. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
19. Prepares and delivers oral presentations related to assigned areas as required.

Qualifications

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology and practices of financial and accounting document processing.
3. Financial recordkeeping and report preparation techniques; business arithmetic and financial statistical techniques.

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4. Generally Accepted Accounting Principles (GAAP); Government Accounting and Auditing Standards (GAAS); California Community College Budget and Accounting Manual (BAM); Privacy standards and regulations (such as HIPPA and FERPA).
5. Experience working with large data projects, data sets, and data extraction.
6. Budget preparation and control; methods and techniques of cost analysis; proficiency with spreadsheet and database software.
7. Experience working with Enterprise Application Systems; experience creating reports and queries.
8. Principles and practices of computer operations, data processing, analysis functions, and development of computerized forms, documents, and reports; principles of data management concepts and structures, including data collection, manipulation, and distribution requirements for analysis and reporting functions.
9. Organizational structure, operations, programs, and procedures common to institutions of higher education.
10. Modern office practices, methods, and computer equipment and applications related to the work.
11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills and Abilities:

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Perform advanced, complex professional accounting, budgeting, and financial work.
5. Analyze and evaluate financial data related to functions and operations.
6. Analyze situations accurately and adopt effective course of action.
7. Adheres and maintains data quality standards established by College to ensure compliance with federal, state, and local regulations.
8. Plan, organize, and complete assignments with minimal amount of detailed instruction.
9. Develop sophisticated, efficient database queries from a highly-normalized databases; create, design, configure, and implement financial application systems.
10. Design, develop, implement, and execute business process improvements.
11. Design and conduct research projects of complex difficulty with defined parameters and generate clear and concise reports.

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12. Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
13. Plan, organize, and prioritize work tasks and manage assigned projects; meet established deadlines.
14. Interpret, apply, explain, and ensure compliance with applicable College standards, policies, procedures, rules, and regulations related to assigned area of responsibility.
15. Establish and maintain a variety of filing, record keeping, and tracking systems.
16. Organize own work, set priorities, and meet critical time deadlines.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions; review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

Education and Experience:

1. Equivalent to a Bachelors degree from a regionally accredited college in business administration with emphasis in accounting, finance, computer sciences, or a related field; and
2. Three (3) years of progressively responsible experience in accounting, budgeting, financial analysis and financial software application implementation and configuration, preferably in a higher education setting.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certificates:

Possession of, or ability to obtain, a valid California Drivers Licenses by time of appointment.



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Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A



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