West Valley - Mission
Community College District

Class Specification

Senior Financial Analyst

Classified Position (Non-Exempt Status)
Classified Office, Technician & Business Services Salary Schedule – Range 77

Definition

To plan, prioritize, organize, monitor, review and maintain community college budgets and special funds; to perform complex analytical duties requiring specialized knowledge; may assign, and review the work of staff engaged in maintenance and administration of a variety of budgets and funds; and to provide highly complex professional support to assigned supervisor.

Distinguishing Characteristics

This is an advanced journey level classification of the Financial Analyst class series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional oversight over assigned staff and overall development and maintenance of college and district budgets. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Supervision Received and Exercised

Receives general direction from the Vice President, Administrative Services, or assigned supervisor.

May exercise technical and functional oversight over assigned professional, technical and/or administrative support staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Plan, prioritize, monitor and review a variety of maintenance and analytical functions associated with district or college budgets and grant funds.
- Analyze and process budget and claim and expense transfers; set up program codes for new funds; participate in budget development for restricted funds; participate in year-end fiscal closing activities; assist in audit processes; make recommendations for corrective actions; and coordinate activities with others affected.
- Review regulations applicable to grants and categorical funds; develop new grant budget proposals.
- Assist with analysis, financial modeling, projections and interpretation of financial and statistical data for management.
- Prepare accurate and detailed reports; maintain complex records and data.

- Perform a variety of complex professional accounting duties; perform the most difficult work related to budget development and compliance with requirements.
- May plan, prioritize, and review the work of staff assigned to support a college budget office.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate staff training; work with employees to correct deficiencies.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Generally Accepted Accounting Principles (GAAP) applicable to community college district fiscal operations
- Principles and practices of technical and functional oversight and training
- Automated financial systems and appropriate financial databases.
- Applicable federal, state, local and district laws, regulations, and reporting requirements
- Principles and methods of budget forecasting and analysis, and audit functions.

Ability to

- Plan, organize, and coordinate assigned district or college financial functions.
- Perform the most complex duties related to development and monitoring of district, college and grant budgets.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Provide technical and functional oversight over assigned staff; effectively train staff.
- Design, analyze, and use databases and spreadsheets for budget development and administration.
- Prepare clear and concise reports.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties. Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible journey experience similar to Financial Analyst II with the West Valley-Mission Community College District.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field.

EEO Category: Professional Non-Faculty

Approved Date: April 26, 2023