

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

District Financial Analyst

Job #07-186

Closing Date: 05/18/07

The Foothill-De Anza Community College District is currently accepting applications for **District Financial Analyst, Central Services**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Director of Budget Operations, analyze and assist in developing and administering annual budgets for the District in accordance with sound fiscal management principles, established District policies and applicable state laws, codes and regulations. Assist with implementation of District budget processes and provide technical expertise and direction to others regarding budget administration. Work with administrators and members of the District Budget Advisory Committee to develop District budget. Assist the Director of Budget Operations with budgeting process, variance analysis and financial modeling. Analyze and summarize the general ledger, human resources data, and other financial and statistical data for management. Research and analyze labor negotiation proposals. Assist with costing proposals, analyzing feasibility, and impact on District funding. Provide technical expertise and direction to budget and program managers. Provide District and campus administrators with up-to-date information regarding budget and accounting issues, financial reports, budget changes and transfers. Act as a lead coordinator in budget development and implementation processes in collaboration with key liaisons and District administrators. Participate in preparing financial and budget documents, reports, and agenda materials for presentation to the Board of Trustees. Analyze new and proposed legislation, contract documents, and state budget information and projections to determine current and potential impact on the District. Prepare and process a variety of technical documents, claims for reimbursement, expense transfers, and related materials. Prepare periodic budget reports including narrative discussions of significant budget issues and analysis and interpretation of financial data. Assist with the development and enhancement of information systems and procedures that facilitate budget development and administration processes. Assist with the design and modification of spreadsheet and database reports and formats. Access mainframe computer and import or transfer data. Confer with information systems personnel regarding special and ad hoc reports. Review current status of budgets, programs, revenue, and expenditure information to ensure continued financial viability and compliance with applicable statutes and regulations. Oversee the approval and implementation of budget adjustments to restricted projects and the preparation and/or review of reports to external agencies. Participate in year-end fiscal closing activities. Train and provide work direction to personnel. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of 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.
3. Three years of increasingly responsible budget and accounting experience, or equivalent transferable experience.

PREFERRED QUALIFICATIONS:

1. Knowledge of and experience with applicable county, state and federal laws, regulations and reporting requirements affecting community colleges, including provisions of the California Education Code, and the State Accounting Manual.
2. Knowledge of generally accepted accounting principles applicable to community college district finance, including planning and analysis, forecasting, projection, budgeting, accounting, fiscal control and auditing.

In addition, successful candidates will demonstrate the following:

1. Ability to analyze fiscal reports, spreadsheets, charts, graphs, tables and other materials and draw logical conclusions.
2. Ability to communicate effectively both orally and in writing.
3. Ability to design, analyze and use databases and spreadsheets for budget development and administration.
4. Ability to develop and present recommendations and solutions to financial problems.
5. Ability to develop, coordinate, maintain and revise the budget system.
6. Ability to effectively use interpersonal skills with tact, patience and courtesy.
7. Ability to meet schedules and timelines working independently with little or no direction.
8. Ability to plan, organize and coordinate District-level financial functions.
9. Ability to prepare, interpret, review, reconcile, analyze, maintain and retain comprehensive financial statements, technical documents, records, accounts and reports.
10. Ability to train and provide direction to others.
11. Ability to use a microcomputer and related software to prepare forecasting models and projections, maintain records, and generate reports.
12. Ability to work confidentially with discretion.

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APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of District Financial Analyst.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$5,067.17 per month plus benefits; level P-11

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:
<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:
Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>