ADMINISTRATIVE SERVICES ANALYST

DEFINITION

Under the direction of an assigned administrator, plans, organizes and performs complex professional-level budget and accounting duties; performs complex and responsible analytical studies; prepares and presents management information reports. May develop and conduct training programs on college/District business services operating procedures for staff. Works with District fiscal services staff on processes and procedures which necessitate interface between college and District. May be designated as an authorized signer.

TYPICAL DUTIES

Analyzes and interprets records of financial transactions by queries to a number of complex databases to determine accuracy and completeness of entries, and compiles additional detail in a useable format where necessary. Performs financial analysis of fiscal status, including general fund, categorical funds, trust, foundation, and proprietary accounts. Develops, maintains, and analyzes budgets, and prepares periodic reports comparing budgeted to and actual costs. Adapts accounting and record keeping functions to computerized accounting systems. Participates in the development and use of financial systems and management informational tools. Designs and implements special projects such as District-wide database applications and website development for accessing employee data. Develops business services technology improvements, specifications; and spreadsheet, database, and word processing applications. Analyzes and implements changes to business services software supported by network systems/programs. Performs analytical studies and special projects as required. Assists in the improvement of college/District fiscal processes and procedures, management information systems and reports, and internal accounting controls. Establishes table of accounts, and assigns entries to proper accounts. Assists in the organization and workflow of administrative services. Assists in the preparation or modification of grant, special programs, and categorical fiscal activity; provides accounting support to the college/District; and reviews and coordinates changes in proposed contracts for categorical programs; monitors contract requirements, timeliness and allowable expenditures. Analyzes operations, trends, costs, revenues, financial commitments, and obligations incurred, to project future revenues and expenses. Prepares various financial and special project reports which may involve accounting, statistical analysis, contract administration, and other related matters. Prepares summaries and correspondence regarding financial matters and other business activities. Prepares and analyzes internal/external financial and related reports. Serves as a resource for and directs activities of workers performing accounting and bookkeeping tasks. Provides training for staff, managers, and deans, including training on: current computer software utilized by the campus and District; college/District fiscal processes and procedures; and accounting structures and codes. Attends, chairs, or arranges committee meetings, as assigned. Serves as a resource for and directs activities of workers performing accounting and bookkeeping tasks. Audits contracts, and prepares reports to substantiate transactions prior to settlement. Prepares balance sheet, profit and loss statement, amortization and depreciation schedules. Assists in the preparation or modification of policies, regulations, and procedures relating to college/District administrative services, fiscal activities, and communicates change to campus community through training and correspondence. Plans, organizes and coordinates business and administrative services activities with other operational units. Projects revenues and expenditures, including annual salary projections, and submits reports to management. Provides advice concerning internal audit issues. Identifies unmet needs related to campus activities, recommends or implements solutions. Prepares internal documents for advertising, hiring or changing classified personnel, which includes FTE analysis and worksheets. Facilitates communication
between administrative services and the campus community. Reports finances of establishment to management, and advises management about resource utilization, and assumptions underlying budget forecasts. Participates in formulation of staff policies and special reports required by inside and outside entities. Develops, implements, modifies, and documents budgeting related transactions for the general, capital outlay, child development, cafeteria, and campus-based funds. Troubleshoots problems with real property and equipment as needed. Evaluates and purchases campus-wide equipment needs based on a predetermined schedule of replacement. Performs related duties as required.

QUALIFICATIONS

EXPERIENCE
Four years of experience in finance and accounting or a related field including experience with computer data processing applications.

EDUCATION
Bachelor’s degree from an accredited college or university in business administration, accounting or related field.

KNOWLEDGE OF
Knowledge of computer applications for accounting, auditing, word processing, database management, and presentation functions. Knowledge of contract management; financial analysis and projection techniques; and general and governmental accounting and budget principles. Knowledge of laws, rules and regulations related to assigned activities; management information reports; and methods and practices of financial and statistical record keeping. Knowledge of preparation and interpretation of financial statements; comprehensive accounting reports; and principles and processes involved in business and organizational planning, coordination, and execution.

SKILLS IN
Skill in using mathematics to solve problems; determining the long-term outcomes of a change in operations; working with new material or information to grasp its implications; and weighing the relative costs and benefits of a potential action. Skill in determining how money will be spent to get the work done, and accounting for these expenditures; using logic and analysis to identify the strengths and weaknesses of different approaches; and observing and evaluating the outcomes of a problem/solution and identifying lessons learned. Skill in understanding written sentences and paragraphs in work related documents; listening to what other people are saying and asking questions as appropriate; and communicating effectively with others orally and in writing as indicated by the needs of the audience. Skill in reorganizing information to get a better approach to problems or tasks; and managing one's own time and the time of others.

ABILITY TO (ESSENTIAL FUNCTIONS)
The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty, and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to perform mathematical calculations quickly and correctly. The ability to apply generally accepted accounting principles and procedures, analyze financial data, and draw sound conclusions. The ability to assist in the design and development of accounting and budget computerized systems. The ability to prepare clear, complete, concise reports; prepare financial statements; and quickly and accurately compare letters, numbers, objects, or patterns. The ability to resolve problems quickly and efficiently; understand and organize a problem and then to select a mathematical method or formula to solve the problem; and plan, organize and perform professional-level budget and accounting duties. The ability to perform complex and responsible analytical studies; utilize accounting and auditing practices and terminology applicable to
public sector accounting; and analyze financial data and prepare reports, forecasts and recommendations. The ability to analyze and recommend changes to related computer software; learn and interpret laws, rules, regulations and policies and apply them to specific cases with good judgment; and prepare and analyze comprehensive accounting and management information reports.

**TYPICAL EQUIPMENT USED** (May include, but not limited to)
Computer, calculator, typewriter, telephone, fax, printer, ten-key adding machine, copier, postage machine, change counter, bill counter, and safe.