CHILD DEVELOPMENT SERVICES ANALYST

DEFINITION

Under the direction of an assigned administrator, plans, organizes, and performs complex accounting duties related to the District/colleges Child Development Center programs and contracts; performs detailed analytical studies; and prepares and presents management information reports. Develops and conducts computer training on database programs for staff. Works with District Fiscal Services staff and college Child Development Center staff to improve processes and procedures.

TYPICAL DUTIES

Assists Fiscal Services and the Child Development Centers in budget preparation and modification and in coordination of annual funding applications for all Child Development contracts and Child Nutrition programs. Participates in the development and use of financial systems and management information tools. Prepares and analyzes Child Development Center internal and external financial and related reports. Performs financial analysis of the Child Development contracts and earnings. Performs detailed analytical studies and special projects for the Child Development Center programs. Develops specifications and computer applications using spreadsheet, database, and word processing applications for Child Development Center programs and reporting. Assists in the preparation or modification of policies, regulations, and procedures related to the improvement of Child Development Center fiscal activities. Prepares summaries and correspondence regarding financial matters and other business activities. Assists in the preparation or modification of Child Development Center grants, special programs, and categorical fiscal activities including proposed program contracts and nutrition agreements, as well as provides accounting system support to the college Child Development Centers. Coordinates the Child Development Center fiscal monitoring reviews and compliance audits for Child Development and Child Nutrition programs. Recommends content and format changes to internal and external reports. Acts as a liaison between Child Development Centers and the Child Development Program software company. Conducts annual presentation for fiscal and campus Child Development staff. Acts as liaison for Child Development Centers, the California Department of Education, and other funding agencies.

QUALIFICATIONS

EXPERIENCE

Four years of experience in finance and accounting or a related field including experience with computer data processing applications. Two years experience with computer database management and report development related to contract, grant or categorical program operations.

EDUCATION

Bachelor’s degree from an accredited college or university in business administration, accounting or a related field (preferred).

KNOWLEDGE OF

Knowledge of accounting, budgeting, and general accounting principles; computer applications for accounting and auditing functions, management information reports, and contract management; and financial analysis and projection techniques. Knowledge of preparation and interpretation of financial statements and comprehensive accounting reports; and use of word processing, database, and spreadsheet computer applications.
SKILLS IN
Skill in analyzing data and information to make recommendations; understanding financial matters and reports; and listening to what other people are saying and asking questions as appropriate. Skill in communicating effectively with others orally and in writing as indicated by the needs of the audience; training others on fiscal and computer related topics; and negotiating with others to achieve favorable outcomes. Skill in finding information and identifying essential information; adjusting actions in relation to others' actions; and managing one's own time.

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 plan, organize, and perform budget and accounting duties; articulate business services processes to others; and perform detailed analytical studies. The ability to use accounting and auditing practices and terminology applicable to public sector accounting; analyze financial data; and prepare reports, forecasts, and recommendations. The ability to analyze and recommend changes to computer software; learn and interpret laws, rules, regulations and policies and apply them to programs and operations with good judgment; and prepare and analyze comprehensive accounting and management information reports.

TYPICAL EQUIPMENT USED (May include, but not limited to)
Computer, printer, copier, and fax machine.