

ADMINISTRATIVE SERVICES ANALYST

DEFINITION

Under the supervision of assigned supervisor /manager, plan, organize and perform complex professional-level budget and accounting duties, and analytical studies.

TYPICAL DUTIES

Analyze and interpret records of financial transactions to determine accuracy and completeness of entries, and compile in a usable format; analyze trends, costs, income, and financial commitments to project revenues and expenses; recommend and implement solutions to meet needs of college/District; prepare various financial and special project reports which may involve accounting, statistical analysis, contract administration, and other related matters; perform financial analysis of fiscal status of college funds; develop, implement, modify, and document budgeting related transactions; develop, maintain, and analyze budgets, and prepare periodic reports comparing budgeted to actual costs; assist in the preparation or modification of grant, special programs, and categorical fiscal activity, provide accounting support to the college/District, and review and coordinate changes in proposed contracts for categorical programs; monitor contract requirements, timeliness and allowable expenditures; audit contracts, and prepare reports to substantiate transactions prior to settlement; participate in the development and use of financial systems and management informational tools; develop business services technology improvements, specifications; work with District Office to resolve fiscal issues; assist in the improvement of college/District fiscal processes and procedures, management information systems and reports, internal accounting controls, and audit issues; attend, chair, and arrange committee meetings; assist in the preparation or modification of policies, regulations, and procedures relating to college/District administrative services, fiscal activities, and communicate to campus community through training and correspondence; evaluate and purchase campus-wide equipment needs based on a predetermined schedule of replacement. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Four years of experience related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

A bachelor's degree in business administration, accounting or related field.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF

General and governmental accounting and budget principles; methods and practices of financial and statistical recordkeeping using computerized systems and applications related to financial recordkeeping; basic principles of leadership, oversight and training applicable federal, state and local laws, policies and regulations, and office processes and procedures; modern office practices, procedures and equipment;

administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO

Perform the essential functions of the position; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; collect, analyze, interpret and evaluate complex data, and make sound recommendations; identify unmet needs related to campus activities, and recommend or implement solutions; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state, and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and time lines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.