



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION FISCAL ANALYST, BUSINESS SERVICES**

### **DEFINITION:**

Under general supervision this position is responsible for a variety of budget, accounting, and payroll duties in the Business Services Department supporting internal programs and departments and external school districts and charter schools. Perform technical accounting duties of assigned functions; process and audit various transactions; maintain, balance, adjust and reconcile accounts; prepare, maintain and assure accuracy of various financial records, spreadsheets and reports; audits assigned budgets; prepares, maintains and assures accuracy of various financial records and reports.

### **ESSENTIAL FUNCTIONS AND JOB DUTIES:**

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Assist in the expenditure and payroll testing for fiscal review of programs.
- Assist in the preparation of annual budgets.
- Calculate and post distributions of expenses, including payroll, allocated administration, copy charges, postage, etc., to various accounts given general instruction.
- Determine proper account codes and process transactions using the organization's chart of accounts and SACS Manual definitions.
- Examine the general ledger and make balancing corrections or complete inter-fund transfers.
- Maintain balance and accuracy in single purpose resources, funds or accounts.
- Monitor accounts receivable and payables processes.
- Monitor award status.
- Prepare claims for review and approval.
- Collect and deposit funds using current SACS coding.
- Assist in the year-end closing process.
- Perform general accounting clerical duties, processing transactions and maintaining complete files and accurate records.
- Provide budget status reports for individual departments.
- Provide technical assistance and training to TCDE staff.
- Research and report inconsistencies or unacceptable variances from specific procedures as assigned.
- Review and process state grant data.
- Assure compliance with federal and state laws, policies, procedures and regulations; assure required timelines are adhered to.
- Provide reporting support to program staff and fiscal managers.
- Assist with maintaining and reconciling cash accounts, bank statements and revolving fund account.
- Drive occasionally for department business.

### **EXPERIENCE AND EDUCATION:**

Any combination of education and experience that demonstrates competency in the essential functions as described, specifically:

- Five years' experience: working with computerized financial systems, developing and monitoring budgets, processing payroll, completing financial reports (accounting, payroll, financial, business).
- Bachelor's Degree in Business, Accounting or related field is highly desired.
- Verified transferable experience can be substituted on a year for year bases up to two (2) years with an AA degree (or higher) in Accounting or related area of study.



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Official:   
Effective: 08/23/2025

KNOWLEDGE OF:

- Principles of accounting, budgeting, payroll, retirement systems, personnel, and purchasing, preferably in an education setting.
- Operation of client-server and computer settings.
- Preparation of financial statements and comprehensive accounting reports, including providing information to management with respect to employer-employee relations.
- Database concepts, including file specifications and layouts.
- Application of business systems to user needs in varying public education settings.
- Applicable sections of Education Code and other applicable state, federal and local laws, rules, regulations and policies.

ABILITY TO:

- Maintain confidentiality.
- Communicate effectively both orally and in writing with staff, administration, district personnel, and/or community stakeholders.
- Deal appropriately with a wide variety of personalities and situation requiring poise, friendliness, and diplomacy.
- Serve as the technical resource concerning computerized business system.
- Read, analyze, interpret and explain complex and technical reports, manuals and related system materials.
- Design and write technical system documentation.
- Train and present system information to end-users individually and in groups.
- Provide direction to others while maintaining excellent customer relations.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction and maintain current knowledge in essential functions of the position assigned.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and deadlines set forth within established parameters.
- Enter data accurately at an acceptable rate of speed.
- Speak, read and write appropriate English.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.



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**HRS Office Use Only**

Created: August 23, 2025

Revised: \_\_\_\_\_

**APPROVED**

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: 