



Moraga School District

1540 School Street
Moraga, CA 94556
Julie C. Parks Ed. D., Superintendent

CONFIDENTIAL EMPLOYMENT OPPORTUNITY

Posted: April 20, 2026

Date Due: April 24, 2026

POSITION: Fiscal Analyst – District Office

Full-time- 7 hours per day, 35 hours a week, 12 months/year

Rate of pay: \$85,730 - 98,950 per year (full time rate)

DEFINITION

Under the direction of the Assistant Superintendent of Business Services, perform a variety of technical and analytical duties in the areas of budget analysis and development and general accounting. This job requires technical knowledge of all areas of budgeting, purchasing, school accounting, computer terminal skills, and is responsible for accurate and timely work production. This position is currently budgeted at 0.875 FTE (35 hours per week).

PRIMARY DUTIES AND RESPONSIBILITIES

- Prepares and submits annual financial reports and special reports required by law and/or district policy
- Prepares bank reconciliation for district's revolving bank account
- Prepares bank deposits for various accounts
- Fiscal administration of categorical programs
- Prepares and interprets financial and statistical reports
- Designs accounting systems and provides information relative to records maintained
- Maintains internal controls for finance department
- Assists district auditor as required for the annual Financial Audit
- Prepare Federal, State, and local reports (ESSER, J90, CMDC, R20, federal funds interest)
- Assists program directors, principals and others with their budgets
- Prepares journal and budget entries
- Maintains position control for accuracy
- Helps the Assistant Superintendent of Business Services in the budget development process and interim reporting periods
- Responsible for calculating personnel budget
- Perform fiscal year end close in MUNIS
- Monitors site donation accounts, calculates carryover (or deficit) for following year
- Manages, tracks and reports all expenditures related to the bond program
- Provides analysis of variable account expenses including utilities, maintenance and special education to ensure budget sufficiency
- Assists and supervises the Accounts Payable function as needed (GL coding, PO's and Use Tax)
- AR Billing
- Fulfill public record requests as needed
- Other duties as assigned
- Communicate with school sites and other departments effectively

DESIRED QUALIFICATIONS:

Knowledge of: Accounting and financial record keeping principles and procedures as they relate to preparation and maintenance of financial records, including reconciliation of general ledger accounts; experience in data processing for accounting and budgeting, and ability to analyze, explain and present accounting data; modern office practices, procedures, and methods including those pertaining to education financial record keeping and control activities.

Ability to: Apply accounting principles and practices to a variety of accounting transactions; maintain accounting and budgeting systems; analyze and interpret financial records and reports; interpret and apply pertinent Federal, State, and local laws, codes and regulations; ensure compliance with County Office rules and regulations; analyze problems, identify alternative solutions; project consequences of proposed actions and help implement recommendations in support of goals; conduct research and prepare a variety of financial statements and reports; establish and maintain accurate files, process transactions and prepare related reports; perform work with accuracy and maintain appropriate documentation; ability to prioritize work; operate a variety of office equipment; deal constructively with conflict and develop a consensus; and maintain cooperative work relationships with those contacted during the course of work. Read, write and speak at a level sufficient to fulfill the duties to be performed.

EDUCATION & EXPERIENCE:

Bachelor's degree or any combination equivalent to: bachelor's degree in accounting, finance, business administration or closely related field and three years' professional experience in accounting, budgeting and/or financial management, or closely related field. Not less than two years work experience will be accepted.

ADDITIONAL REQUIREMENTS:

FBI Fingerprint clearance; TB test; Proficiency in PC and related software, i.e., Windows, Microsoft Word and Excel. MUNIS knowledge preferred.

*To apply: Please complete an application (found on the district website)
And include a cover letter and resume, a letter of recommendation is also appreciated.
Send to Lisa Crouch by email, mail, fax or drop by*

**<http://district.moraga.k12.ca.us/>
or the District Office, 1540 School Street, Moraga, CA (925) 376-5943**
For more information, please contact Lisa Crouch at 925.377.4103 or lcrouch@moraga.k12.ca.us



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Moraga School District NONDISCRIMINATION STATEMENT

The Moraga School District is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's actual or perceived age, ancestry, color, disability, ethnic group, identification, gender, marital status, national origin, race, religion, sex, sexual orientation, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes may be found in District policies that are available in all schools and offices.

For inquiries or complaints related to discrimination or harassment based on the individual's actual or perceived age, ancestry, color, disability (mental or physical), ethnic group identification, gender, gender identity, national origin, race, religion, sex, or sexual orientation, contact:

Moraga School District
Director of Pupil Services
District Section 504 and Title IX Coordinator
(925) 376-5943

For more information:

Equal Employment Opportunity Commission
1-800-669-4000
1-800-669-6820 (TTY)
info@eeoc.gov