



# IRVINE UNIFIED SCHOOL DISTRICT

## ANALYST II-FINANCIAL (CONSTRUCTION)

### DEFINITION:

Under the supervision of the Director of Fiscal Services, performs professional accounting, budgeting and financial functions in the maintenance of the District's ledgers and records; prepares, records and maintains project schedules, forms, records and documents for the school building program which includes land acquisitions, new construction, reconstruction and modernization projects; coordinates the planning, development and control of multi-facility budgets. This job requires specialized technical knowledge as well as strong organizational skills, problem solving skills and attention to detail.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prepares, reviews, and maintains spreadsheets, schedules, forms and documents for school facilities related projects.
- Performs complex analysis associated with District projects and activities that are funded through debt obligations and other sources of revenues.
- Evaluates and makes recommendations concerning the interpretation of facts, policies, procedures and data.
- Prepares budget reports, multi-year, multi-funded project budgets and cash-flow analysis
- Prepares monthly and annual financial reports.
- Verifies accuracy of State and other reports.
- Prepares accounting analysis and reconciliation.
- Monitors audit process.
- Manages multiple facilities related funds.
- Analyzes contracts, specifications and addenda and prepares analysis.
- Prepares and submits State reports, including State Facilities Report, within required time lines.
- Prepares Cash Demand Reports, including past and future projections.
- Prepares reports and tables associated with debt management requirements and to clarify policy options.
- Serves as District liaison in obtaining, preparing, sharing and exchanging data with administrative staff and external agency representatives and consultants.
- Creates and maintain web based management reports.
- Updates software reports and designs new reports as needed.
- Directs investment of funds to ensure maximum returns allowable.
- Prepares and presents oral and written presentations; recommends corrective action to improve fiscal operations and efficiency as necessary.
- Operates a variety of office equipment including a copier, computer and assigned software.
- Communicates with personnel and a variety of outside agencies to exchange information and resolve issues or concerns.
- Ensures compliance with laws and regulations in the various accounting records, procedures and systems of internal controls to determine compliance.
- Attends and participates in various meetings, conferences and in-service trainings as assigned.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- General accounting and budgeting principles, practices, procedures and methods including construction accounting, auditing, and budgeting.
- Computer information systems operations, capabilities and applications relating to accounting, budget development, and financial management.
- Financial and statistical analysis techniques and principles.
- Basic methods, procedures and practices of financial and statistical record keeping.
- Pertinent federal, state, and local laws, codes, and regulations including those pertaining to educational financial record keeping and control activities.
- Preparation of financial statements and comprehensive accounting reports.
- Accounting, budget and business functions of an educational organization.
- Cash flow analysis and investment regulations.

- Principles and practices of construction industry and related governing agencies.
- Modern office practices, procedures, methods, and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Current technology and advanced knowledge of applicable accounting and financial software applications.
- Mathematical calculations

**Ability to:**

- Provide financial analysis and develop financial models based on historical and projected trends for educational organizations.
- Perform specialized and technical services requiring application and interpretation of data, facts, procedures and policies.
- Provide functional and technical guidance in obtaining, preparing, sharing and exchanging data with outside agencies and administrative, technical, clerical personnel.
- Prepare clear, concise and comprehensive financial and accounting analysis reports and financial spreadsheets.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Operate a computer and assigned software to enter data, maintain records and generate reports.
- Evaluate and project annual income and expenditures to determine budget requirements.
- Maintain accurate financial and statistical records.
- Analyze financial data and prepare reports, forecasts and recommendations in a structured, logical, convincing format.
- Work independently with little direction.
- Plan, organize work and meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Make mathematical calculations with accuracy and speed.
- Conduct original and secondary research with accuracy, objectivity and sound judgement.
- Prepare and deliver oral presentations.
- Read, understand, and apply technical procedures and requirements.
- Understand and apply accounting principles.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: Associate's degree in Accounting, Construction Management, Finance, Business Administration or related field. Three years' experience working with budgets in public sector or fund management experience in the construction industry, or any combination of training and experience which provides the applicant with the knowledge and abilities listed above. Course work in Construction Management of Facilities/Maintenance management is desirable.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Lifting, carrying, pushing or pulling light objects up to 25 pounds.

**WORK ENVIRONMENT:**

Indoor/Outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.