Analyze advanced-level processes and procedures, and implement appropriate accounting systems. **E**

Monitor assigned budgets to assure compliance, identify and rectify discrepancies, respond to questions, and provide detailed instructions. **E**

Communicate with departments and agencies to assure compliance, resolve issues, or address concerns. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Prepare and store documen

Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
Exercise analytical and independent judgment.
Analyze situations accurately, and adopt an effective course of action.
Work confidentially with discretion, and complete work with many interruptions.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work in a team environment.
Compose correspondence and written materials independently.
Lift light objects according to safety regulations.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Office and site environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:
Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, and bend at the waist to retrieve and store files from cabinets and shelves; hear and speak to exchange information; see to read and assure accuracy of financial and fiscal records and reports; lift light objects.

SAMPLE HAZARDS:
Occasional contact with dissatisfied or abusive individuals.

(Former Classification: Fiscal Analyst III – Confidential Unit)