

FACILITIES PLANNING ANALYST**DEFINITION**

Under direction, coordinates and performs highly complex accounting and confidential support and/or administrative duties, reports and record keeping in direct support of the Facilities Planning, Maintenance and Transportation unit. Performs professional level accounting and analysis of financial records, technical, and confidential support and administrative clerical functions. Compiles data and information for multiple funding sources, including but not limited to Facilities Planning, Maintenance and Transportation. May assist with facilities projects and support as needed. Assists in resolving problems, issues and complaints; and does other related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent position, specialized complex class within the Yosemite Community College District (YCCD). This class performs complex technical, accounting and confidential duties in support of the Facilities department, emphasizing quasi-analytical and para-professional administrative work rather than the provision of secretarial support.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Senior Director, Facilities Planning, Maintenance and Transportation. This position does not perform any direct supervisory functions; may provide functional lead responsibility for purposes of training or instructing others.

ESSENTIAL DUTIES

- Administers and maintains complex accounting records according to federal and state requirements; ensures compliance with laws, policies and procedures for recording and controlling financial transactions of assigned program budgets and/or accounts; performs internal control tests on accounts to ensure compliance and preparation for audits.
- Prepare fiscal and budget reports for internal management; review financial documents and materials and assist in preparing the department budgets.
- Assist with planning, organizing, and developing salary and employee benefit costs projections for annual budgeting process; monitor and prepare monthly reports comparing budget to actual expenditures to anticipated year end savings.
- May perform research and data abstraction pertaining to legislation, court decisions, and legal provisions that may affect operational processes.
- Act as information source regarding policies and procedures; provide information where judgment, knowledge and interpretations are necessary, especially in the proper handling of confidential files or information.
- May maintain confidential division personnel information and files; liaise with District Human Resources department, as necessary.
- Conduct or coordinate research activities, compile and analyze data, plan and/or implement improvements in operational and administrative policies, procedures and practices, as needed.
- Perform follow-up functions to ensure a timely response to Chancellor special requests and information requests.
- Coordinate clerical and administrative follow-up activities required including maintaining the executive's schedule and calendar, conference and travel arrangements, providing operational information, and the

preparation of correspondence and special reports; may serve as office administrator, as assigned or when necessary.

- Recommends and initiates transfers and adjustments if appropriate; applies transactions and performs account reconciliation.
- Analyzes and verifies the accuracy of various financial and statistical reports and records submitted by District staff; communicates with staff regarding projected revenues, budgetary positions and other issues as appropriate.
- Work with colleges on the planning and procurement of small projects such as furniture, flooring and minor remodels.
- Assists with the solicitation of quotes and following procurement procedures and guidelines.
- Prepares data for input into on-line fiscal and statistical data accounting systems; accesses, analyzes and distributes output reports.
- Communicates with District staff regarding accounting and reporting requirements and problems; may direct, train, instruct and/or lead the work of subordinate staff on a project or assignment basis.
- Develops and implements methods for the utilization of computers and other specialized office equipment complimentary to accounting work; trains new employees on computerized database systems, as necessary.
- Monitor/reconcile contract expenditures against approved contract and established funding for the purpose of verifying accuracy of payment requests, ensuring availability of funding for potential project costs and/or charges.
- Prepares a wide variety of written materials for the purpose of providing documentation for reference to others, initiating/recommending specific actions, providing recordation of project details for future reference, and/or addressing regulatory requirements.
- Research/develop/implement and maintain manual and automated systems for the purpose of maintaining complex, technical and financial records and accounts and for regulatory reporting information on activities and costs.
- Review/research/analyze laws, regulations, legislation and policies for the purpose of assessing their potential impact on assigned program areas.
- Maintain a variety of files and records for the purpose of providing historical information for future reference, audit, and/or adherence to District and regulatory requirements.
- Analyze General Ledger account balances; organize information for accounting records.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- The full range of functions, policies and professional principles related to accounting, auditing and financial reporting.

- Generally Accepted Accounting Principles.
- Federal and State categorical reporting procedures.
- District organization, functions and operating policies and procedures;
- Legal mandates, policies, regulations, and procedures that govern the District operational processes;
- Complex accounting record systems, with emphasis on general ledger accounting structures.
- Data processing applications relevant to business management and accounting; standard business computer software such as spreadsheet, word processor and database management systems.
- Complex methods and techniques of financial analysis.
- Complex methods and techniques of general ledger reconciliation.
- Operations and services of an academic financial aid program, including federally funded grant administration.

Ability to:

- Perform a variety of complex professional accounting, financial analysis and auditing functions.
- Initiate and process journal entries for assigned program accounts.
- Record and disburse assigned monies among various program accounts.
- Perform a variety of complex accounting functions supporting the administration of construction.
- Prepare year-end closing entries for assigned budget accounts.
- Monitor the work of others and train lower level support staff, as needed;
- Establish and maintain appropriate accounting procedures according to federal and state requirements.
- Prepare a variety of clear and concise administrative and financial reports.
- Maintain and update a variety of accurate financial records, logs, charts and other documents.
- Reconcile budget expenditures and contract expenditures.
- Understand and independently carry out complex oral and written instructions.
- Adapt standard business accounting principles to college/district situations.
- Administer diverse accounting and financial systems.
- Perform arithmetical calculations with speed and accuracy; operate available technologies as administrative tools.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the course of the work.

Licenses and Certificates:

Depending upon assignment, possession of a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.

- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I

- Experience: Two years equivalent to an Accounting Specialist at YCCD.

Or Pattern II

- Education: Possession of a bachelor's degree from an accredited four-year college or university with major course work in accounting, finance or a closely related field of study.
- Experience: Two years performing professional accounting work, preferably in an academic or public sector setting.

Special Requirements:

- None

Class Adopted: 9/1/23
Class Amended: