

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2025
SALARY SCHEDULE: #36
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

INTERNAL FISCAL ANALYST

DEFINITION

Under general direction, manage KCSOS internal business office staff, assign and manage business office staff workloads, perform complex and technical accounting, calculations and business processes, and provide school business and financial operations service and support for assigned sites, departments, and projects.

EXAMPLES OF DUTIES

Support cooperation and collaboration between KCSOS and customers and vendors;

supervise internal business office personnel;

engage in professional development to remain informed of industry best practices;

provide internal business staff with guidance for budget development, maintenance, monitoring and reporting;

perform the budget development, maintenance, monitoring, and reporting of assigned departments, site, or projects;

provide guidance to KCSOS staff regarding fiscal elements of the Local Control and Accountability Plan (LCAP);

perform and assist with required financial reporting and the year-end-closing of the books;

use state of California's Standardized Account Code Structure System (SACS) for required budget and financial reporting;

guide KCSOS staff regarding the financial status of Foundation funds and accounts;

prepare costs benefit analyses for management for decision-making purposes;

attend in-person meetings at varying KCSOS locations, as needed;

refine and improve business office processes and workflows;

analyze, implement, and maintain KCSOS departmental budgets;

use Quintessential School Systems (QSS) business systems, spreadsheet programs, Laserfiche, and other business software and systems to assist internal accounting staff and KCSOS departments in their fiscal responsibilities;

provide financial operational support to dependent charter schools;

plan, organize, and provide trainings and presentations to KCSOS staff on business processes and workflows, as needed.

maintain ongoing, effective communication with local, state and federal agencies;

participate in and manage the KCSOS annual audit ,facilities audits, and other local, state or federal audits;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Leadership and supervisorial techniques;

analytical skills, managerial skills, and advanced accounting principles and practices including governmental accounting;

audit procedures and data processing applications;

county office of education financial and management operations;

fund accounting and Standardized Account Code structure;

financial system and data processing applications including QSS;

Kern Integrated Data Systems fiscal modules;

charter school procedures;

issues affecting California public school financing, budgeting, payroll, employment, and financial operations;

California Education Code and Government Code sections related to education.

Ability to:

Provide leadership and direction;

establish policy and procedures;

supervise, plan, organize, and team direct employees.

Experience:

Five (5) years of professional accounting experience, preferably with a governmental agency.

Three (3) years of experience as a school district or county office of education accounting supervisor or other similar qualifying experience.

Experience as a school district Chief Business Official (CBO) and/or Assistant Superintendent of financial or business operations preferred.

Education:

Bachelor's degree with concentration in Business Administration or related field.

Chief Business Official Certification preferred.

Master's degree preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP: rn

7/3/2025

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