

January 21, 2025

MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS

(Instructions for completing this form begin on page 2)

☒ Classified ☐ Confidential ☐ Administrative

☐ Temp Special Projects Administrator (see [AP 7135](#)) ☒ Out-of-Class Assignment

A

Position: Fiscal Services Analyst FTE (%): 100
Division: Administrative Services Department: Fiscal Services
Term (month/year): Thru 6/30/25 Salary Schedule (Range): A-120
Work Schedule (Days, Hours): Monday-Friday, 8:00am-4:30pm

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: _____ Last date of employment: _____

Reason for vacancy: _____

Newly or Previously Budgeted Position - Never Filled

Fiscal Year Budget Approved: 2024 Budget Source (e.g., NRA, Grant Name): General Fund

Out-of-Class Assignment Reason ☐ Incumbent on Leave ☒ Vacancy ☐ Back-Fill

C

Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):

See attached

Funding from existing Fiscal Services Analyst Vacant Position included in the 2024-25 Budget Position Number CA9343. The recruitment for this position will be on hold until after 6/30/25.

Area Vice President Initials: SC

D

Budget information to fund this position:

Account Number: 11000-610000-211000-672000-2100 Amount: 100 % \$ 168,584.00 Account

Number: _____ Amount: _____ % \$ _____

Fund (check all that apply): ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary

☐ Annual renewal of this position is contingent upon the College's receipt of continued funding.

Duration (grant/temporary funded): Beginning date: _____ End date: _____

Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.):

Fiscal Use Only: ☐ Funding available ☐ Funding not available | Position # TBD by Fiscal Contract # _____

E

Signatures – print/sign/date (to be completed in numerical order):

1. Requesting Manager: Rosa Royce Rosa Royce 01/17/2025
2. Division Vice President: Shannon Carter Shannon Carter 1/18/25
3. Applicable Human Resources Manager: Stacy Manfredi
4. Chief Compliance/Budget Officer: Rosa Royce Rosa Royce 01/17/2025
5. Vice President, Human Resources: Recommend to fill ☐ Yes ☐ No (see attached rationale) _____

Initial _____ Date _____

Reviewed by the President's Cabinet, the following action was taken on the above request:

☐ Approved to fill immediately ☐ Approved to fill (enter date) _____ ☐ Denied

6. President/CEO: _____

MT SAN ANTONIO COLLEGE
SALARY AND BENEFITS PROJECTION

POSITION NUMBER	FTE	SCH	RANGE	TITLE	NAME	FY 24-25 Jul - Jun (12 mos)	
New Fiscal Services Analyst Position							

TBD

1.000

CA

120

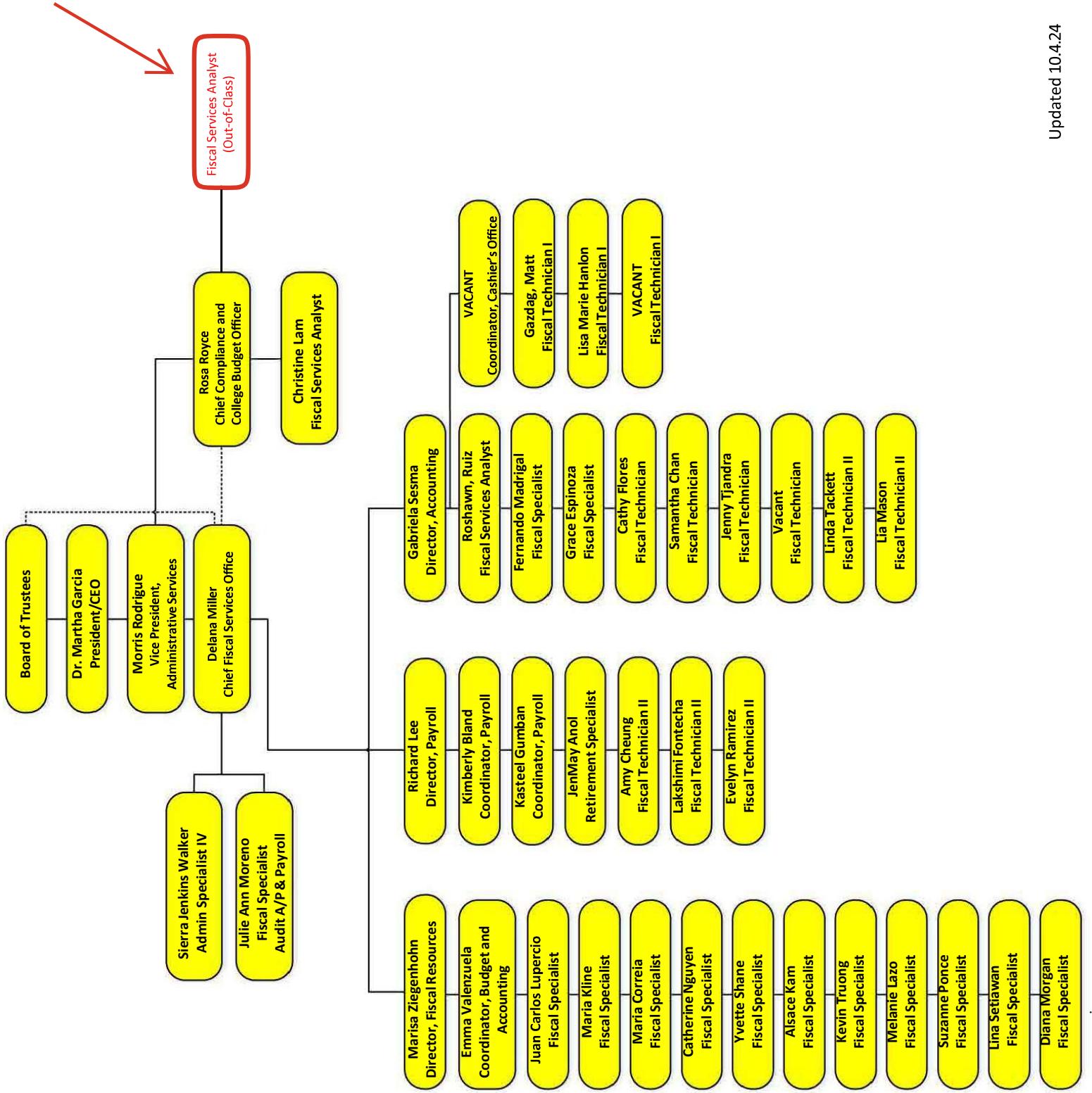
OOC Fiscal Services Analyst

168,584

Proposed UGF

Assumptions:

- 1. The salary calculations include the negotiated increase of 8.22% and 1.07% for CSEA 262 employees.
- 2. It also includes Health and Welfare rates for 2024-25.



FISCAL SERVICES ANALYST

DEFINITION

Under general supervision, performs a variety of specialized complex, technical, professional, and confidential duties involved in the analysis of financial transactions and the implementation, configuration, and functionality of financial software applications. Coordinates assigned activities and provides technical support and assistance to financial system users. Work requires thorough knowledge of the assigned area as well as its procedures and operational details. The incumbent will also provide the expertise to properly document, implement, support, and train on the functionality of financial automation solutions and ensure financial data quality, integrity, and accuracy.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision and work assignments from assigned manager. Exercises no direct supervision of staff. Provides technical and functional direction and training to staff.

CLASS CHARACTERISTICS

This is a specialized classification responsible for assisting Fiscal Services managers and staff users with implementing and using financial software applications and analyzing financial transactions. Incumbents are expected to possess knowledge of budgeting, accounting, and financial application systems. This classification is distinguished from the Fiscal Services Specialist classification by the ability to create, configure, and analyze complex financial transactions and software applications. This classification is distinguished from the Director of Fiscal Resources in that the latter has full management and supervisory responsibility for planning, organizing, and directing the full scope of operations of the Budget and Accounting Coordinator and the Fiscal Specialists.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Serves as accounting/budget lead responsible for analyzing the budget, accounting, auditing, and reporting requirements of financial transactions. May include the analysis of transactions related to Payroll, Purchasing, Accounting, and Student Accounts.
2. Leads the budget work of Fiscal Specialist staff by prioritizing projects, delegating assignments, setting deadlines, reviewing the work, and explaining the changes.
3. Performs key financial analysis, reconciliations, and projections of revenues and expenditures.
4. Evaluates budget to actual results and trend analysis comparisons.
5. Researchs and develops procedures to resolve complex budgeting, accounting, auditing, and system functionality problems.
6. Recommends and implements any necessary changes in operations and procedures.

7. Assists the Fiscal Services department with planning, conducting, testing, and implementing office automation improvements, operational practices, and systems to enhance organizational effectiveness.
8. Leads and performs testing of financial management systems or emerging technologies to ensure the delivery of accurate, timely, and consistent quality data.
9. Develops and/or reviews a variety of highly complex reports.
10. Coordinates, develops, and reviews the preparation of the annual College budget.
11. Configures the budget software to ensure correct calculation of salaries and benefits projections, position control, salaries and benefits scenarios and what if-analysis, chart of accounts, and organizational structure.
12. Prepares and balances College personnel budget and determines and interprets savings from vacant positions.
13. Reviews audited financial statements; schedules, prepares, and gathers financial data for the audit report.
14. Assist with the development of training materials related to Fiscal Services financial processes and software applications and provides training to internal and campus staff.
15. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
16. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
17. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
18. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
19. Prepares and delivers oral presentations related to assigned areas as required.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology and practices of financial and accounting document processing.
3. Financial recordkeeping and report preparation techniques; business arithmetic and financial statistical techniques.
4. Generally Accepted Accounting Principles (GAAP); Government Accounting and Auditing Standards (GAAS); California Community College Budget and Accounting Manual (BAM); Privacy standards and regulations (such as HIPPA and FERPA).
5. Experience working with large data projects, data sets, and data extraction.
6. Budget preparation and control; methods and techniques of cost analysis; proficiency with spreadsheet and database software.
7. Experience working with Enterprise Application Systems; experience creating reports and queries.
8. Principles and practices of computer operations, data processing, analysis functions, and development of computerized forms, documents, and reports; principles of data management concepts and structures, including data collection, manipulation, and distribution requirements for analysis and reporting functions.

9. Organizational structure, operations, programs, and procedures common to institutions of higher education.
10. Modern office practices, methods, and computer equipment and applications related to the work.
11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Perform advanced, complex professional accounting, budgeting, and financial work.
5. Analyze and evaluate financial data related to functions and operations.
6. Analyze situations accurately and adopt effective course of action.
7. Adheres and maintains data quality standards established by College to ensure compliance with federal, state, and local regulations.
8. Plan, organize, and complete assignments with minimal amount of detailed instruction.
9. Develop sophisticated, efficient database queries from a highly-normalized databases; create, design, configure, and implement financial application systems.
10. Design, develop, implement, and execute business process improvements.
11. Design and conduct research projects of complex difficulty with defined parameters and generate clear and concise reports.
12. Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
13. Plan, organize, and prioritize work tasks and manage assigned projects; meet established deadlines.
14. Interpret, apply, explain, and ensure compliance with applicable College standards, policies, procedures, rules, and regulations related to assigned area of responsibility.
15. Establish and maintain a variety of filing, record keeping, and tracking systems.
16. Organize own work, set priorities, and meet critical time deadlines.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions; review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

Education and Experience:

1. Equivalent to a Bachelor's degree from a regionally accredited college in business administration with emphasis in accounting, finance, computer sciences, or a related field; and

2. Three (3) years of progressively responsible experience in accounting, budgeting, financial analysis and financial software application implementation and configuration, preferably in a higher education setting.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's Licenses by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances, and fumes. Incumbents may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.