## Los Angeles Unified School District - Job Opportunity

<table>
<thead>
<tr>
<th>Job Posting Title</th>
<th>Financial Analyst-1089-10/23</th>
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<tbody>
<tr>
<td>Reference code</td>
<td>JP23-243-XA</td>
</tr>
<tr>
<td>Minimum Salary</td>
<td>$ 38.36 Hourly</td>
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<tr>
<td>Maximum Salary</td>
<td>$ 47.53 Hourly</td>
</tr>
<tr>
<td>Application Open Date</td>
<td>10/17/2023</td>
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<tr>
<td>Application Close</td>
<td>11/07/2023</td>
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</tbody>
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### Information about LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life.

LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

### Benefits

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

NOTE: Positions in this job classification may be offered on a 10 or 11 month basis - salary and paid time off for 10 or 11 month positions will be adjusted accordingly.

Visit us at www.lausdjobs.org
**Job Duties/Responsibilities**

A Financial Analyst performs a variety of professional-level work related to procedures development and financial data analysis in areas of budget, cash flow analysis, projections of financial status, and related systems design.

The following are some of the key duties a Financial Analyst typically performs:
- Reviews a variety of rules, policies, and procedures in order to establish and maintain financial controls.
- Conducts studies in the areas of budget, financial management, expenditure analysis, and cash flow analysis.
- Monitors budgetary changes for conformance to policy and procedures and to assure that changes do not exceed established authority.
- Analyzes governmental guidelines and proposed legislation to provide administrators with data on financial effects.
- Confers with administrators and staff personnel and other agencies to develop procedures for collecting and organizing data in estimating financial requirements for various programs.
- Maintains current status of District's financial position by reviewing expenditure data and maintaining records of funds received.
- Prepares a variety of special reports and studies, including long-range projections of income and expenditure for cash flow purposes and supplements to the District budget.
- Conducts studies and writes reports related to adjustments in policies, procedures, organization structure, cost effectiveness, communications, work methods, and needed support services.
- Secures or provides survey data regarding financial management from other school districts.
- Prepares cost estimates for new or redefined educational programs.

Note: The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

**To view the complete class description, visit us at www.lausdjobs.org.**

**Minimum Requirements**

EDUCATION:
Graduation from a recognized college or university with a Bachelor’s degree, preferably with a major in accounting, finance, mathematics, public or business administration, economics, or a related field.
Experience in finance, budgeting, or a related field, beyond that required, may be substituted for up to two years of the required education on a year-for-year basis provided that the requirement of a high school
diploma or equivalent is met.

EXPERIENCE:
Three years of professional-level analytical experience, including at least two years of experience involving financial analysis, such as analysis of District, program, or school-level budgets; cash flows; or income and appropriation statements. One year of the required experience must have been in a governmental agency or auditing a governmental agency.

Special:
Some positions may require a valid California Driver License and the use of an automobile.

NOTE: Professional-level analytical experience: Requires knowledge of an advanced type in a field of science or learning customarily acquired by a course of specialized academic study. The principal duties performed typically require the exercise of analytical ability and judgement; are predominantly intellectual; are varied in character; and the output cannot be standardized.

To verify the education requirement, transcripts or diplomas must be presented at the time applications are screened.

Candidates who have completed college or university course work at an institution in a country other than the United States, must obtain a complete evaluation of foreign transcripts and degrees. Please be sure to request a DETAILED report. For a list of approved evaluation organizations visit: http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf

Desirable Qualifications
The ideal candidate will possess knowledge of governmental accounting practices and procedures, and budgetary practices and procedures in order to interpret and understand current financial trends and proposed legislation that may impact the financial operations of the District. The candidate will be an experienced budget savvy individual with exceptional analytical and self-management skills, who possesses the ability to analyze and extract budget and financial data to ensure accuracy and compliance to District rules and policies. This candidate will be able to effectively and independently perform duties related to funding, expenditure, revenue and expenditure forecasting; reconciling accounts; contribute to the development of comprehensive financial reports and prepare cash flow projections. The ideal candidate will have the ability to evaluate and revise long-range financial projections, taking into account the organizations core competencies, customer needs, and the District’s available resources. This candidate will demonstrate a high level of care and thoroughness in handling the details of the job and will maintain focus
and quality under distracting working conditions and high workloads. Furthermore, the ideal candidate will have experience with the use of computer applications, such as Microsoft Excel in order to analyze financial data. The candidate will be skilled in the advanced functions of Microsoft Excel and will have experience using financial management systems in order to quickly adapt to the functions of SAP. Finally, the ideal candidate must have strong communications skills (both written and oral), in order to convey financial data and information in a professional and appropriate manner. The candidate will exhibit excellent customer services skills required to properly advise District supervisors and other LAUSD stakeholders of financial status reports and analysis of data.

**Employment Selection Process**

The selection process may consist of one or more of the following: a Training and Experience Evaluation (T&E), a skills-based exercise (MS Excel), a Written Test, Technical Project, and/or a Technical Interview.

Application materials (your candidate profile, resume and supplemental questionnaire) will be evaluated in relation to the background, experience, and competencies identified for successful performance in this job. For this reason, it is highly recommended that your application materials clearly show all of your relevant background and specialized skills, knowledge, and abilities.

**IMPORTANT NOTE:** Once your application has been received, a confirmation email will be sent to your email address to confirm receipt of your application. If you do not receive a confirmation email, your application has not been submitted.

We anticipate receiving a number of well qualified applicants for this position; therefore, this will be a competitive process.

For more information about the LAUSD employment assessment process, visit the ‘My LAUSD Career’ section of our website at www.lausdjobs.org.

**Application Process**

**DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?**

Email us at helpmeapply@lausd.net

To find out whether the application deadline has been extended, visit the website at: [http://www.lausdjobs.org](http://www.lausdjobs.org).

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455
Additional Posting Information

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person’s association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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