



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Special Projects and Grants Fiscal Analyst	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	15	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	20-40	
MONTHS PER YEAR:	12	
REPORTS TO:	Vice President or Designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Performs a variety of highly technical and analytical functions in support of the district's administrative services; assists and facilitates the District's grant management process; provides specialized functions in the analysis, tracking, processing, and reporting of financial and budgetary transactions requiring a thorough knowledge of district accounting and grant reporting policies, procedures, and requirements. Employees in this classification receive limited supervision within a broad framework of policies and procedures, and may supervise support staff. This job class is designated as supervisory, overtime exempt, and requires effective organizational, problem-solving and decision-making skills.

TYPICAL DUTIES

Essential Functions:

- Reviews, analyzes, and evaluates financial aspects of capital and special projects, accounts, and/or transactions related to grant projects.
- Compares actual figures/expenditures to program commitments, projects present and future costs of program changes or modifications, and develops periodic cost analyses as required.
- Coordinates, monitors and schedules projects according to time lines established; follows up accordingly.
- Calculates and costs out financial proposals, grants, and special projects to determine fiscal impact.
- Monitors, maintains and controls the financial aspects of assigned federal, state, and local grants and programs.
- Monitors and researches expenditures and statistics for assigned grant projects.
- Compiles statistics and tracks expenditures to complete and file reports and billings to appropriate agencies.
- Coordinates the preparation of financial statements and reports regarding assigned projects/ programs.
- Evaluates financial procedures for effectiveness and recommends/implements changes

POSITION DESCRIPTION**POSITION TITLE: SPECIAL PROJECTS AND GRANTS FISCAL ANALYST**

to increase financial efficiency of program/grant management.

- Ensures coordination between budgeting systems and grant management systems.
- Initiates computerized listings of District and grant funded personnel for use by Human Resources, Payroll and Instruction Offices. Determines cash needs and maintains adequate cash levels for the operation of special programs/grants.
- Performs special assignments and analysis as requested by the Vice President or designee. Trains, supervises, and formally evaluates support staff as assigned.
- Attends a variety of meetings and conferences.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Budget management and grant implementation practices.
- Basic statistical and financial analysis methods and procedures.
- Financial record keeping, and governmental accounting procedures and practices including knowledge of California Community Colleges budget and accounting manual and appropriate California codes and regulations.
- Basic principles of supervision.
- Analytical methods and effective interpersonal skills.
- Computerized systems and software.

Ability to:

- Learn a variety of regulations pertaining to administration of projects and grants.
- Analyze situations accurately; make independent decisions.
- Gather statistical data, conduct research, and prepare analytical reports.
- Effectively plan, organize and schedule.
- Communicate tactfully and effectively in both oral and written forms.
- Accurately work with arithmetical calculations and statistics.
- Interpret and apply district policies and procedures to practical situations effectively.
- Use various software programs in budget and grants management.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

QUALIFICATIONS*Experience and Education Required:*

- Progressively responsible experience in budgeting, financial management, and/or general statistical/analytical work.
- Supervisory experience preferred.
- Associate's degree in Business Administration, Accounting, or related field, plus two years of related experience, OR an equivalent combination of education, training and experience.

APPROVALS

Date Created/Revised: 05-21-03 / 07-11-07 / 09-22-14

Cabinet Reviewed: 09-23-14

Board Approved: 05-21-03 / 10-08-14

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)