

FINANCE AND OPERATIONS ANALYST

GENERAL DESCRIPTION OF CLASS:

Under the general direction of the Director of Fiscal Services, the Finance and Operations Analyst plays a pivotal role in the fiscal services data management of the District, leading the charge in budget development, financial planning, and financial and operational analysis. The incumbent is tasked with the comprehensive oversight of the District's annual and multi-year financial plans, including capital and facilities planning. The incumbent will partner with all areas across the District to ensure comprehensive support and evaluation of needs by program/area. A significant aspect of the role involves conducting thorough financial and operational analysis to bolster strategic decision-making processes, further supporting the annual budget and financial plan. The incumbent will implement and maintain the District's software system to enhance fiscal data for budgeting, forecasting, and reporting software, and assist in standardizing internal processes to drive the integrity of data, accuracy and efficiency in financial documentation.

DISTINGUISHING CHARACTERISTICS:

The Finance and Operations Analyst demonstrates expertise in enterprise systems, budgeting and reporting software and other software as implemented. This position will oversee these systems and actively participate in budget committees, contribute to the creation of budget reports and forecasts, financial dashboards using AXIOM Intelligence software and coordinate the production of budget documents and presentations. This position will lead training sessions for budget users and promote financial literacy among District leaders as well as the administrative services support departments.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

This is a confidential position as defined in the Government Code, Section 3540.1 "Confidential employee" means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his/her employer-employee relations.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Oversees the District's financial system data processes, including but not limited to imports and exports, database management, report writing and development, and maintaining data integrity.*
2. Serves as the Financial system administrator, focusing on data governance, developing system roles, system security permissions, troubleshooting errors, coordinating with support, auditing changes, and enhancing overall system functionality.*

3. Ensures the proper setup of budgeting, rolling forecasts, capital planning, and similar workflows in the Financial information systems, streamlining system capabilities and functionality.*
4. Imports and integrates data from SQL Server and other sources into acceptable spreadsheets and data formats, using Power Query to transform data for system imports and analysis.*
5. Utilizes VBA (Visual Basic for Applications) to automate tasks and improve efficiency, including transforming and combining data.*
6. Manages statistical reporting, including but not limited to capturing data from multiple information systems, processing, loading, and validating data flow into workbooks and financial systems.*
7. Develops and presents financial analysis reports to assist in contract negotiations with employee groups.*
8. Researches and analyzes collective bargaining agreement contract language to ensure the intent and clarity of fiscal responsibilities and analysis is in compliance with District policies and procedures.*
9. Assists District Human Resources with confidential salary surveys in accordance with collective bargaining agreements. *
10. Reviews and verifies financial record-keeping procedures, techniques and methods; recommends and implements new or improved procedures and techniques, ensuring efficiency and compliance with District policies and applicable government regulations.*
11. Develops and improves the organization's monthly performance reporting, designing and implementing custom reports to meet leadership and departmental needs.*
12. Writes reports and correspondence containing descriptive, analytical and evaluative content including the preparation of projections, conclusions and recommendations for accounting and financial systems.*
13. Partners with the Information Technology (IT) team to implement system features, including process validation and configuration.*
14. Provides ad hoc financial and operational analysis to support strategic decision-making.*
15. Provides technical assistance and training to District staff in matters related to finance, accounting, and budget administration.*
16. Provides technical support to departments in developing budget requests and assists in the preparation of the District's annual budget.*
17. Communicates financial concepts, results, and opportunities to diverse audiences effectively.*

18. Demonstrates strong project management and process improvement skills, instilling an environment of accountability and quality improvement.*
19. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
20. May serve on a variety of District committees as requested.
21. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Bachelor's degree* in Finance, Business Administration, Economics, Mathematics, Information Systems or related discipline; **AND**
- Three (3) years of experience in accounting and finance or business analytics
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Bachelor's Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL, AND/OR OTHER REQUIREMENTS:

- May be required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Master's Degree, Business Administration/Finance/Accounting or Certified Public Accountant.
- Advanced Excel skills, including VBA programming and macro development.
- Highly proficient in SQL for data extraction, transformation, and analysis.
- Experience with Syntellis Axiom Financial Suite.
- A minimum of 2 years working with Ellucian Colleague, Integrated Procurement Systems or other similar financial information systems.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District organization, operations, policies, collective bargaining agreements and procedures related to the area of assignment.
- Analysis necessary to gather and interpret quantitative and qualitative data relevant to the effective and efficient operation of the District.

- Laws and ordinances pertaining to the specific responsibilities of the position, including the Brown Act and the Educational Employment Relations Act (EERA).
- Federal, state, and local laws and reporting standards
- The ability to exercise good judgment and tact in providing leadership, guidance and assistance is required.
- Superintendent/President's administrative operating principles and values.
- Supervisory and management concepts, theories, and principles.
- Effective interpersonal communication skills.
- Strong formal and informal presentation skills are required in order to communicate complex financial concepts and information to non-financial constituents.
- Analysis and evaluation of programs and services.
- Analysis and various complex methods for the presentation of data and ideas.
- Methods for gathering and presenting general, statistical, and technical data;
- Collective bargaining and participatory governance processes.
- Tools, techniques, and tactics to build collaborative cross-functional teams.
- The mission, goals, and objectives of public higher education and the community it serves.
- Strategic planning concepts, theory, and practice, including organizational models and best practices.
- Effective, professional, clear, and concise communication, both verbal and written.
- Research and coordination of data and information to generate and prepare a variety of standard and ad-hoc reports.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Budget preparation and maintenance.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) with advanced skill level.

Ability to:

- Independently perform the essential responsibilities of the position.
- Process mapping, workflow design, and project management skills.
- Develop and interpret financial, statistical and operational data.
- Develop and implement goals, objectives, policies, procedures, work standards for the department and assigned program areas.
- Ensure compliance with all laws, regulations, and policies through effective departmental supervision.
- Adhere to District policies and procedures.
- Utilize a wide range of office information technology, including computers, required hardware and peripherals, computer software programs, applications, and databases.
- Demonstrate an excellent command of English composition, grammar, spelling, and editing.
- Learn and apply emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Compose comprehensive, clear, and concise reports, publicity materials, and correspondence.
- Communicate professionally in confrontational situations.
- Conduct research as needed to plan, implement, direct, and control multi-faceted projects.
- Compile, organize, and use various financial information necessary in the

- preparation, development, and analysis of assigned budgets.
- Analyze administrative problems and compose comprehensive, clear, and concise recommendations and reports.
- Maintain confidentiality and discretion.
- Lead and empower teams and stakeholders, including faculty, students, administrators, support staff, and the community, to meet project deadlines, work collaboratively, and accomplish goals and objectives for the benefit of the District, college, and community.
- Analyze, interpret, and summarize complex data and provide recommendations for actions based on data.
- Initiate and support responsive and future-focused innovation.
- Utilize sound analytical judgment and an operational focus to make effective decisions.
- Communicate effectively, orally and in writing, and express complex information to a variety of audiences; prepare and make effective presentations.
- Demonstrate sensitivity to, respect for and an understanding of the diverse staff and students within community colleges and work effectively with diverse populations.
- Establish and maintain effective and cooperative working relationships with those contacted during the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower level confidential and/or classified staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist. .

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.