

District Financial Analyst, Lead  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262025>

Downloaded On: Sep. 7, 2025 12:14am

Posted Sep. 4, 2025, set to expire Jun. 1, 2026

<b>Job Title</b>	District Financial Analyst, Lead
<b>Department</b>	Staff
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Sep. 4, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Accounting & Finance Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6529872">https://apptrkr.com/6529872</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**District Financial Analyst, Lead**

**Initial Review Date: 09/23/25 \*\***

\*\*Any complete applications received after the closing date will only be forwarded to the hiring committee at their request.

**Salary Grade: C5-18**

**Starting Salary:**

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\$8,817.55 (per month)

**Full Salary Range:** \$8,817.55 - \$11,826.71 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the confidential position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

**JOB SUMMARY:**

Under the direction of the Director of Budget and Grants, the District Financial Analyst, Lead position leads complex budget preparation, position control, forecasting, variance analysis, and financial modeling, while ensuring compliance with state regulations and District policies. The incumbent will provide technical expertise and guidance to staff, maintain financial data systems, and prepare reports and presentations, including materials for the Board. The incumbent is expected to be highly analytical, system-savvy professional, with advanced spreadsheet and ERP expertise, who thrives in both independent and collaborative work environments.

Employees in this classification are designated as "confidential employees" as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). As such, employees in this classification assist management personnel with developing collective bargaining proposals and/or have regular access to information that contributes to the development of management's collective bargaining positions and/or labor relations strategies.

**Definition**

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Under general direction, in collaboration with the Director of Budget Operations leads the development and administration of the District's budget in accordance with sound fiscal management principles, established District policies, and applicable state laws, codes, and regulations; coordinates District budget processes; performs a variety of complex budget and financial analysis and provides technical expertise and direction to District administration, staff, and others regarding budget administration; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Budget Operations. Exercises technical and functional direction and provides training to other staff.

### **Class Characteristics**

This is an advanced journey-level class responsible for taking lead responsibility for development and administration of the District budget and preparing, reviewing, reconciling, and analyzing financial and budget reports. Responsibilities include performing diverse, specialized, and complex financial and budget analyses involving significant accountability and decision-making responsibility and considerable discretion and independent judgment in performing assigned work. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Successful performance of the work requires an extensive knowledge of fiscal management principles, established District policies, and applicable state laws, codes, and regulations, as well as the ability to coordinate work with that of other units and outside agencies.

### **Examples of TYPICAL FUNCTIONS (Illustrative Only)**

1. Serves as a lead resource and technical advisor to District and campus administrators and staff on budget development and administration processes, policies, and procedures.
2. Performs the full range of complex budget and financial analysis involved in reviewing, analyzing, auditing, reconciling, and maintaining assigned budgets and programs.
3. Performs variance analysis and financial modeling; prepares reports including narrative discussions, analysis, and interpretation of financial data and budget issues.
4. Researches, analyzes, and summarizes various data including general ledger, human resources, and other financial and statistical data; presents findings and recommendations to management.
5. Prepares financial and budget documents and reports including agenda materials for presentation to the Board of Trustees.

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6. Prepares, audits, and processes budget, journal entries, and year-round accruals; prepares and processes claims for reimbursement, expense transfers, and related transactions.
7. Reviews current status of assigned budgets, programs, and revenues and expenditures; monitors expenditures and fiscal activities to ensure appropriate use of funds and compliance with appropriate financial guidelines; notifies the Director of potential issues, recommends resolutions, and prepares appropriate documentation for budget adjustments.
8. Provides technical expertise and direction to budget and program managers, District and campus administrators, and staff on budget and accounting issues, financial reports, and budget changes and transfers.
9. Maintains assigned data management systems; monitors data for accuracy and compliance with federal and state regulations and District policies and procedures; develops queries and creates special and ad hoc reports; collaborates with District Educational Technology Services (ETS) on troubleshooting system issues.
10. Identifies, researches, analyzes, and recommends solutions to various complex budgetary and accounting problems; performs complex financial analysis and forecasting as assigned.
11. Participates in year-end fiscal closing activities.
12. Provides direction, training, orientation, and guidance to assigned staff; plans, schedules, prioritizes, and assigns work.
13. Responds to inquiries and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and requests.
14. Stays abreast of new trends and innovations in the field of budget and fiscal management; analyzes and monitors District budget procedures to ensure compliance with changes in Board policies, Education Code provisions, and other state, federal, and local regulations; makes recommendations for procedural changes and implements changes after approval.
15. Performs related duties as assigned.

## **Qualifications**

### **Knowledge of:**

1. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility including State Budget and Accounting Manual and California Education Code.
2. Generally accepted accounting principles.
3. Principles of budget preparation, analysis, and monitoring.
4. Methods and techniques of auditing, verifying, balancing, and reconciling accounting records.
5. Principles and techniques of conducting analytical studies, evaluating alternatives, making sound

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- recommendations, and preparing and presenting effective and technical reports.
6. Principles, practices, and technologies used in the maintenance of financial data management systems.
  7. Principles and practices of data collection and analysis and report preparation.
  8. Basic principles and practices of employee supervision.
  9. Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
  10. English usage, grammar, spelling, vocabulary, and punctuation.
  11. Modern office practices, methods, and computer equipment and software relevant to work performed.
  12. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, and District policies and procedures relevant to assigned area of responsibility.
3. Implement and coordinate assigned programs, projects, and activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare reports.
4. Plan, organize, and carry out assignments from management staff with minimal direction.
5. Perform a variety of professional accounting and financial and budget analysis involved in reviewing, analyzing, auditing, reconciling, and maintaining assigned budgets.
6. Lead and provide technical advice in the development and implementation of budgets.
7. Prepare and analyze comprehensive financial statements and reports.
8. Analyze, interpret, summarize, and present information and data in an effective manner and draw sound conclusions.
9. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
10. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
11. Plan, organize, schedule, assign, train, and review the work of assigned staff.
12. Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
13. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
14. Use English effectively to communicate in person, over the telephone, and in writing.

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15. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, or a closely related field, **AND** three (3) years of increasingly responsible professional accounting experience, preferably in government and higher education.

**Licenses and Certifications:**

Some positions in this classification, depending on the duties assigned, may require possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 in work areas 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 weighing up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature

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conditions, and no direct exposure to hazardous physical substances.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>**

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Permanent, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs



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incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2256?c=fhda>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Staff

Foothill-De Anza Community College District

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