



# KENT SCHOOL DISTRICT

EQUITY | EXCELLENCE | COMMUNITY

## Position Description

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**TITLE:** Fiscal Analyst

**REPORTS:** Director of Budget or Asst Director of Accounting

**COMMUNITY:** Finance

**CLASSIFICATION:** Professional-Technical

**FLSA:** Non-Exempt

**WORK YEAR:** 12 Month

**ISSUED:** August 26, 2026

**SALARY:** Professional-Technical Salary Schedule  
Grade 118

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### BASIC FUNCTION:

Fiscal Analyst positions support the Finance Department through a wide range of accounting, financial analysis, and budget management functions, supporting teams in both Accounting and Budget. Key responsibilities may include processing accounts payable and receivable; performing cash receipting duties; maintaining fixed asset records; maintaining accurate financial records; assisting with budget development, monitoring, and reporting; and managing monthly enrollment reporting to OSPI. The position serves as a primary contact for financial guidance to school and program staff and contributes to the implementation of financial policies, systems support, and continuous process improvement.

**REPRESENTATIVE DUTIES:** (*E = Essential Function*)

### ACCOUNTING TEAM:

#### Accounts Payable & Receivable, Revenue, and Deposits

- Process and manage vendor invoices, employee reimbursements, and procurement card transactions. (E)
- Review invoices for accuracy, obtain necessary authorizations, resolve discrepancies, and audit payment vouchers. (E)
- Oversee district-wide cash receipting and reconcile depository and general ledger accounts for various funds. (E)
- Maintain the district Point of Sale (POS) system and related third-party integrations to ensure accurate records of cash receipts and outstanding fines for financial analysis and reporting.

- Prepare and issue customer invoices; perform collections on past-due accounts; make recommendations to management for uncollectible debts; and reconcile corresponding general ledger accounts (E)

### **System Support & Training**

- Serve as system support resource for point-of-sale, financial management systems, and any SIS and ERP systems supported by the district. (E)
- Conduct training sessions for district staff on financial policies and accounting procedures. (E)

### **Audit, Compliance, and Reporting**

- Provide audit support and ensure compliance with district, state, and federal guidelines. (E)
- Prepare journal entries, reconcile general ledger accounts, and support month- and year-end close. (E)
- Maintain fixed asset records and assist with inventory processes. (E)
- Assist with Use Tax, Unclaimed Property and Form 1099 filings. (E)

### **Customer Service & Collaboration**

- Serve as liaison between Finance and school/program staff for accounting-related inquiries. (E)
- Model excellent customer service and collaborate with colleagues across the district. (E)
- Participate in finance team initiatives and assist during high-volume periods. (E)

### **Employee Travel and Reimbursement**

- Processes employee travel requests and reimbursement claims, ensuring compliance with district policies and coordinating with departments to verify supporting documentation.
- Reviews and reconciles Travel Card transactions, working with cardholders and vendors to ensure accurate coding, timely submission, and proper documentation for audit readiness

### **Fixed Assets**

- Identifies, records, and maintains accurate and up-to-date fixed asset records for the district, ensuring proper documentation for asset acquisitions, disposals, and transfers.
- Coordinates physical inventory processes in collaboration with schools and departments, reconciling discrepancies and updating asset records, ensuring compliance with district asset policies and applicable regulations.

### **BUDGET TEAM:**

#### **Budget Development, Monitoring & Analysis**

- Assist with district-wide annual budget development for all funds, data input, and audit for accuracy. (E)
- Monitor actual expenditures against approved budgets; recommend and implement adjustments. (E)
- Serves as primary point of contact for position control, in collaboration with Human Resources. (E)
- Provide budget assistance and training to school-based and central office administrators. (E)

- Develop tools and reports to help budget managers monitor and maintain compliance with district policies. (E)
- Identify trends, conduct financial analysis, and make recommendations to management. (E)
- Provide training and technical support related to financial policies and compliance for all funds. (E)

### **Enrollment & State Reporting**

- Collect, maintain, and submit monthly enrollment data for all students enrolled in the district to OSPI (P223 reports). (E)
- Communicate enrollment reporting guidelines and maintain the district's Enrollment Reporting Procedures Manual. (E)

### **System Support & Training**

- Serve as system support resource for budgeting and financial management systems. (E)
- Conduct training sessions for district staff on financial policies and budgeting procedures. (E)

### **Audit, Compliance, and Reporting**

- Provide audit support and ensure compliance with district, state, and federal guidelines. (E)
- Support month- and year-end close. (E)

### **Customer Service & Collaboration**

- Serve as liaison between Finance and school/program staff for budget-related inquiries. (E)
- Model excellent customer service and collaborate with colleagues across the district. (E)
- Participate in finance team initiatives and assist during high-volume periods. (E)

### **Additional Duties**

- Provides assistance for all finance and budget team assignments and projects, as needed.
- Calculates salary and benefit costs for a variety of projections.
- Maintains current knowledge of rules, regulations, legislation, technology, and procedures governing budgets; develops and recommends new procedures.
- Serves as member of the finance team of the district; performs related duties consistent with the scope and intent of the position as assigned.

### **WORKING RELATIONSHIPS:**

Reports to respective department leadership within the Finance community. Interacts daily with district staff, administrators, and vendors.

### **WORKING CONDITIONS:**

Requires substantial visual concentration; requires regular exposure to visual display terminal; requires periodic lifting and handling of file boxes; may occasionally be requested to attend board meetings to answer questions; required to sit for prolonged periods; required to meet accounting deadlines.

## Environment

- District office environment and school sites.

## Physical demands

- Bending at the waist, kneeling, or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

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

## **QUALIFICATIONS:**

### Knowledge, Skills, and Abilities

Must demonstrate a successful level of knowledge, skills, and abilities listed below:

- Knowledge of accounting and accounts receivable practices and procedures, especially as applied to the public sector.
- Ability to perform a variety of data analyses and calculations.
- Ability to communicate effectively.
- Ability to train and instruct others.
- Ability to learn and interpret laws and regulations governing accounts receivable and cash receipting.
- Ability to organize and prioritize work.
- Ability to establish and maintain effective working relationships with a variety of others.
- Skill in detecting errors and verifying data.
- Skill in researching banking and general ledger discrepancies.
- Skill in problem resolution.
- Skill in establishing and maintaining effective public relations and customer service.
- Skill in operating business-oriented technology, especially personal computers.
- Skill in utilizing business software such as Microsoft Office applications.
- Demonstrated technical writing skills.
- Skill and accuracy in arithmetic and mathematical calculations.

- Ability to maintain a strong ethical code consistent with the responsibilities of the position.

#### Education and Experience

Bachelor of Science degree in accounting or related field, or equivalent business college education and three years of increasingly responsible accounting experience (public sector or school district experience preferred); or any combination of experience and training which provides the applicant with the knowledge, skills and ability required to perform the work.

#### Allowable Substitutions

Additional qualifying experience may substitute for the educational requirement on a year-for-year basis.

*In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.*