



El Camino College

Financial Analyst (Confidential)



ABOUT THE ROLE

CONFIDENTIAL STATUS:

This is a confidential position as defined in Government Code, Section 3540.1. “Confidential employee” means any employee who, in the regular course of their duties, has access to, or possesses information relating to, their employer’s employer-employee relations.

Under the general direction of an assigned administrator, the Financial Analyst performs work involving financial and budgetary analysis, year-end reporting, and long-range cash flow projections. This position conducts in-depth budgetary and financial reviews, monitors expenditures, and provides recommendations to enhance the District’s financial operations and collective bargaining strategies. The position plays a vital role in financial planning, forecasting, budgeting, reporting, and supporting labor negotiations with the goal of long-term fiscal sustainability, cost-recovery strategies, and informed decision-making.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

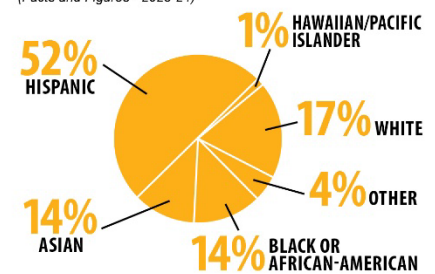
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC’s commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



FINANCIAL ANALYST (CONFIDENTIAL)

Division: Administrative Services
Posting Closing Date: 10/23/2025
Req: C2526-019
Location: El Camino College
Position Type: Confidential

****INTERNAL POSTING FOR CURRENT EMPLOYEES OF EL CAMINO COLLEGE ONLY****

REPRESENTATIVE DUTIES

Conducts complex budget and financial studies by collecting, compiling, analyzing, and interpreting financial data, including but not limited to data requests for funding formula calculations and bargaining purposes.

Prepares detailed financial reports with conclusions and forecasts based on research conducted (e.g., budget summaries, special reports, other financial documents.) Generates a variety of adhoc reports for collective bargaining purposes. Writes financial reports that contain descriptive, analytical, and evaluative content.

Provides professional expertise to District administrators in such areas as budgetary and financial management, economic analysis, and financial scenario models for collective bargaining.

Prepares presentations in written or oral format on budgetary and financial management matters for executive leaders, District administrators, committees, bargaining units, and other groups.

Reviews expenditure data and maintains records of revenue funds received. Analyzes and makes recommendations on budget requests. Prepares budget proposals that support District fiscal stability.

Surveys and investigates practices, procedures, and methods utilized in other private and public agencies in order to find solutions to District-identified problems in financial operations. Recommends improvements as needed.

Analyzes the possible effects of new and proposed laws, regulations, codes, and ordinances that may affect current budgetary and financial activities of the District. Makes recommendations to supervisor as appropriate.

Writes instructions, desk procedures, and manuals involving budgetary and financial management areas. Ensures all financial user guides are updated and kept current.

Provides technical assistance and training for District personnel on matters related to budgetary and financial management.

May serve as a lead and provide guidance and direction to other support staff.

Performs other related duties as assigned or requested.

Education and Experience:

Bachelor's degree from an accredited college or university; and

Three (3) years of professional level, full-time, paid experience in a position handling accounting, finance, administrative analysis, auditing, or budgeting; and

Two (2) years of experience in financial analysis or budget analysis/development.

DESIRED QUALIFICATIONS

Bachelor's degree with a major in accounting, finance, economics, business administration, or public administration.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

Principles, practices, methods, and systems of budgetary and financial management.

Principles, practices, and theories of accounting.

Fiscal modules in large-scale Enterprise Resource Planning (ERP) platforms.

Research methods and techniques.

Methods of statistical analysis and presentation.

Current developments and trends in financial management.

Computer systems, software, and hardware used in financial and budgetary management.

Expertise in preparing clear and concise reports of budgetary, financial, and statistical data.

Expertise in planning and organizing work to meet deadlines.

Federal, state, local laws, ordinances, codes, and regulations affecting the financial management of the District.

Abilities/Skills:

Able to be sensitive to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students and of individuals with disabilities.

Able to fully utilize the capabilities and functions of office software applications and financial management tools (e.g., data management software, fiscal modules in large-scale ERP platforms, spreadsheets, presentation software, word processing programs) in completing assigned projects.

Ability to fully utilize the capabilities of specialized software programs in the production of management information and reports.

Ability to collect, analyze, interpret, and evaluate complex budgetary and financial management data, statistics, and trends and make recommendations.

Ability to interpret and apply laws, rules, regulations, and policies to financial and budgetary management practices.

Ability to establish effective interpersonal communications and secure the cooperation of administrators in the implementation of District procedures.

Ability to work effectively with District staff and representatives from bargaining units and other private and public agencies.

Ability to work independently on assigned projects.

Ability to learn specialized computer applications.

Ability to adapt to changing situations and work under pressure.

Skilled at presenting financial data in graphic, pictorial, tabular, written, and oral formats.

Skilled at the organization and management of records.
Skilled at preparing budget and financial plans to meet District objectives.
Skilled at devising practical solutions to complex problems.
Skilled at exercising creativity with sound, professional judgment.
Skilled at dealing with novel and difficult problems.
Skilled at training and providing technical assistance to others.
Skilled at presenting complex, technical information both orally and in writing.
Skilled at objectively evaluating worth methods and procedures.
Skilled at writing clear, comprehensive, and effective reports.

WORKING CONDITIONS

Office environment.
Extensive computer work.
Dexterity of hands and fingers to operate a keyboard and mouse.
Sit for extended periods of time while using a computer.
Fluid information exchanges via phone, email, instant messaging, in-person, and videoconferencing.
May be exposed to confrontational situations when explaining or implementing District or departmental policies, procedures, or state/federal laws.

CLOSING DATE: THURSDAY, OCTOBER 23, 2025

SALARY: Starting salary is \$8,618 per month. Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$11,066 per month).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month confidential position subject to a 6-month probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive work days. During the winter recess, all confidential positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays. Excellent fringe benefits include eight 32-hour workweeks during the summer.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://maxient.com)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Pamela Jones

310-660-3593, Ext. 3478

pjones@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.