

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Accounting Analyst	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9873	WORK YEAR:	12 Months
DEPARTMENT:	Accounting Services	SALARY:	Range 63 Salary Schedule F
REPORTS TO:	Director of Accounting Services	HR APPROVAL:	05-02-23
		CABINET APPROVAL:	04-25-23

BASIC FUNCTION:

Under the direction of an Director of Accounting Services, perform a variety of highly responsible, complex, and professional level accounting work including recording and reporting of financial transactions within budgetary controls; support and implement accounting and internal control procedures and standards, reconcile financial activity, participate in audit activities, prepare financial reports and work papers, perform review and analysis of funds and accounts including balance sheet, revenue and expenditure accounts, balance and maintain manual, assist in vendor management oversight, computerized accounting and financial records; and perform related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Perform independent, specialized accounting duties requiring independent judgment and analysis related to district financial records and reports. Prepare various related reports as required internally, and by local, state, and/or federal sources, and local oversight committee(s). Analyze and provide information related to availability, accessibility, and appropriateness of funding sources, district procedures, contracting, and other fiscal areas. Serve as fiscal operations specialist in assigned areas; provide work direction to others.

Duties including, but not limited to: recording, and reporting of financial transactions for Accounting Services within the District; monitor, and maintain other financial records; plan, develop, and implement new and revised accounting procedure; research, analyze, and resolve fiscal and system discrepancies; provide technical and procedural assistance to administrators and internal staff; provide direction for record maintenance necessary for accurate accounts payable procedures; and procedures and compliance with California State Education Code and California Department of Education requirements; assist with the planning, organization and direction of activities and operations of District accounting records, accounts payable; assure compliance with applicable laws, codes, rules and regulations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Coordinate and perform complex, advanced-level accounting and analysis duties requiring independent judgment and analysis; maintain various financial records, ensure all related accounting entries and transfers are completed, and accounting records reconcile to respective reports. **E**

Assure compliance with various local, state, and/or federal reporting requirements, guidelines, rules, and regulations, as well as district procedures and policies; serve as fiscal operations specialist in assigned areas.**E**

Provide minimal directions to assigned staff in the area of Attendance Accounting, Accounts Payables and Accounts Receivables processes and procedures including training of staff. **E**

Analyze advanced-level processes and procedures, and implement appropriate accounting systems. **E**

Perform internal audits; check and review a variety of records, accounts, and reports for accuracy, conformance, and

timeliness; assist with calculations; inspect for proper encumbrances, disencumbrances, allocation of categorical funds, and assist in processing payment of invoices and other accounts payable duties. **E**

Assist in reconciling District general ledger accounts including cash, investments, accounts receivable, and accounts payable; work with auditors on audit of year-end balances on the ledger. **E**

Research and compile advanced-level statistical and other data, and work on special projects related to specific funding resources. **E**

Manage and set up system chart of accounts. **E**

Ensure compliance with state unclaimed property laws, including reporting and payment. **E**

Assist in reconciling District-wide payroll liabilities accounts, such as state and federal taxes, unemployment insurance, garnishments, health carriers, and tax-sheltered annuities. **E**

Assist in the implementation of new accounting processes, establishing internal controls and procedures; advises on the impact of the general ledger, provide guidance and training to other District departments as well as to other fiscal staff. **E**

Assist, advise, and communicate with other District departments related to their department financial transactions, applicable process and procedures, internal controls and with special projects. **E**

Provide technical assistance and accounting training to fiscal services staff and other department staff. **E**

Monitor progress and performance of vendor services based on more-complex statements of work. **E**

Assist in the processing of accounting transactions, items auditing, and other warrants, and related reporting systems. **E**

Support with year-end closing, participates in the compilation of data, statistical studies, and analyses of past and current data. **E**

Coordinate, create, and manage databases to provide accurate and timely statistics and other data; coordinate and perform research; supervise information gathering. **E**

Assist the gathering, classifying, and summarizing of data, as the compilation of financial reports; researches and analyses accounting and financial discrepancies and recommends a course of action to resolve problems. **E**

Conduct high-level analysis and reconciliation of various funds; ensure all related accounting entries and transfers are completed, and accounting records reconcile to respective reports. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Prepare and enter end accounting closing entries, ensuring that revenues are equal to expenditures, setting up receivables, deferrals, or payables as needed to balance for federal grants. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Serve as back-up to accounts payable, or accounts receivable. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Operate and understand system functions related to labor relations, negotiations, and assigned duties. **E**

Maintain established guidelines including confidential and sensitive records and information. **E**

Perform technical calculations and analyses to create District-wide Average Daily Attendance reports; audit ADA and attendance reports from individual school data. **E**

Reconcile District accounting records with various internal and external reports; audit reports for errors and assure correct reporting. Reconcile District enrollment data and with CALPADS and other required internal and external data submissions for accuracy. **E**

Serve as a liaison with Technology Services to coordinate accounts payable warrant processing and resolve issues; coordinate and resolve issues related to attendance accounting. **E**

Maintain current knowledge of legislative applications of ADA, enrollment, class size and Local Control Funding Formula unduplicated pupil count reporting regulations; implement reports and reporting procedures for new programs and legislation; develop internal reports to analyze effects of legislative and program changes. **E**

May review accounting systems for controls, account classifications, and reports. **E**

Constructs 'what if' models that simulate outcomes based on changing variables. Uses computer-aided spreadsheets, databases, and specialized programs. **E**

Develops 'pro forma' financial statements to support decisions on new programs, grants, and special funds. Researches and extracts data from records of financial transactions in fund, project, or general ledger accounting systems. **E**

Establishes data banks for information such as, but not limited to, cost-of-living, regional population and business activity, and growth. **E**

Prepares work-in-progress reports for capital projects depicting monthly account activity, year-to-date balances and variances. Works with functional leaders to prepare narrative explanations of account activity. **E**

Perform related duties as assigned. **E**

TRAINING, EDUCATION, AND MIMINUM EXPERIENCE:

Any combination equivalent to: Bachelor's degree with a major in Accounting and six years increasingly responsible experience in accounting, auditing, financial, or school business-related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding..... 60 Correct WPM
Word..... 95% Overall Score
Excel / Access 95% Overall Score
General Accounting..... 95% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting and auditing principles, practices, and procedures.
- Government accounting principles and report submission.
- Government Accounting Standards Board.
- Prepare accurate and complete financial summaries and reports.
- California school district fiscal procedures, and reporting requirements.
- California School Accounting Manual.
- Perform clerical and technical work involving accounting processes and analysis.

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- Preparation of financial reports and schedules.
 - Local, state, and federal reporting and accounting guidelines, rules, and regulations.
 - Technical aspects of field of specialty.
 - Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
 - District organization, operations, policies, and procedures.
 - Operation of a computer, related software, and standard office equipment.
 - Paperless electronic filing systems.
 - Research methods, and report writing and recordkeeping techniques.
 - Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
 - Interpersonal skills using tact, patience, and courtesy.
 - Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Analyze and interpret complex fiscal records and documents.
- Prepare extensive, frequent, detailed, and accurate financial reports, and assemble confidential and sensitive information.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare accurate and complete financial reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Train and provide work direction to others.
- Maintain confidentiality of sensitive and privileged information.
- Compose correspondence and written materials independently.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.
- Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
- Work confidentially with discretion, and complete work with many interruptions.
- Bargaining unit reports, labor relations, and negotiations.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and site environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information; see to read and assure accuracy of financial and fiscal records and reports; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.