

Oak Grove School District

**JOB TITLE: DATA PROCESSING/ACCOUNTING ANALYST**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To maintain general ledger and subsidiary ledgers; to assist Director of Business in preparing first and second interim reports to the State; to reconcile district books monthly; to balance all bank statements; to prepare and post journal vouchers; to work with auditors; to prepare and analyze cash flow worksheets; and to trouble shoot and train employees on financial applications.

**TYPICAL DUTIES**

- Prepares, analyzes and inputs journals on-line
- Balances all subsidiary ledgers to general ledger for 13 fund accounts
- Analyzes general ledger for accuracy
- Maintains the chart of accounts
- Assists in year-end projections for the first and second interim reports as well as the final annual state report
- Reconciles accounts receivable and accounts payables
- Prepares and analyzes all year-end closing entries
- Prepares documents and worksheets for annual audits and assists auditors
- Prepares quarterly sales tax report
- Prepares lease/purchase worksheets and early retiree worksheets for long term debt reporting
- Invoices for leases
- Researches and analyzes all accounting discrepancies and takes appropriate action
- Prepares and balances monthly financial report with P&L statement and balances sheet for Board of Trustees
- Reconciles bank statements for all accounts
- Audits output from the County Office of Education and makes necessary journals
- Prepares financial reports for departments/schools
- Projects, prepares and balances worksheet for cashflow analysis on a monthly basis
- Calculates and analyzes cash received from revenue limit, special education, transportation and other state, federal and local incomes
- Calculates and analyzes expenses including salaries and benefits
- Maintain and reimburse petty cash account for the Business department
- Trouble shoots problems to decide if hardware or software problem and follows through with proper calls as appropriate
- Assists and trains employees on use of both hardware and software, learning programs and assists when they have problems
- Reviews input as well as output information to solve problems
- Works with COE IS department to maximize the utilization and efficiency of the data processing system
- Performs other duties as required

MINIMUM QUALIFICATIONS

- Knowledge of proper office methods and procedures
- Knowledge of the California State School finance laws and regulations
- Knowledge of the principles and practices of governmental accounting and budgeting as they relate to California school districts
- Knowledge of data processing on personal computer and minicomputer and its uses as it pertains to data entry and report processing of budgeting
- Skill to analyze accounting and budgeting data and prepare clear and accurate reports
- Skill to operate office equipment and machines including but not limited to personal computer, typewriter, and calculator
- Skill to assist in designing and operating data processing programs for district budgeting
- Skill to train and assist designated employees in the use of the data processing system
- Skill to effectively communicate in both oral and written form
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties