

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Accounting Analyst, Grade 58**

DEFINITION:

Under general supervision, performs a variety of complex analytical and technical duties to assist with the effective management, implementation, and maintenance of budget and accounting activities for SDCOE programs. Maintains general, income and expenditure ledgers for restricted programs. Prepares a variety of complex and comprehensive fiscal and budget reports.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Plan, coordinate and participate in the administration of training programs for SDCOE staff in the areas of accounting and accounts receivable processes.

Research, develop, implement and maintain processes and procedures designed to improve accounting and accounts receivable support for SDCOE programs and departments.

Prepare a variety of complex and comprehensive fiscal and budget reports, and develop financial models to evaluate financial alternatives.

Assist with developing, analyzing and monitoring fiscal transactions for SDCOE programs, including reviewing expenditures, accounting transactions, fund balances and expenditure control for accuracy, completeness and compliance with state and federal laws and regulations.

Manipulate large amounts of data to compare and analyze changes.

Identify, research and resolve accounting and accounts receivable systems problems.

Work with unit leadership to identify, improve and implement process changes as needed.

Interpret and explain administrative and fiscal policies and procedures to SDCOE staff and administrators.

Maintain general, income and expenditure ledgers for restricted programs, and prepare financial reports, analyses and summaries.

Conduct and participate in a variety of analytical studies related to fiscal matters; compile and analyze data and prepare reports.

Plan, develop, write, revise, and maintain program outlines, bulletins, memoranda, handbooks and manuals.

NON-ESSENTIAL FUNCTIONS:

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and accounts receivable principles and procedures

California State Accounting Manual, and California Education Code sections related to accounts receivable, audit, school business and financial reporting functions

Accounting clerical methods, forms and techniques

Office practices and procedures related to processing and recording transactions of accounting information

Computer hardware and software programs, including automated accounting systems

Advanced Excel skills to handle complex data and analyses

ABILITY TO:

Apply accounting and accounts receivable best practices, and coach others in proper processes and protocols

Interpret and analyze transactions related to accounting codes and classifications

Analyze training needs, and develop and present effective presentations to individuals and small groups

Evaluate large amounts of data to draw coherent conclusions and recommendations

Accurately organize fiscal and statistical data records and reports

Make arithmetical computations and develop accurate data models

Operate standard office equipment, including computers, software programs and automated accounting systems

Manage multiple spreadsheets and documents

Identify and reconcile differences within data sets and records

Communicate effectively, both orally and in writing

Establish and maintain effective working relationships with others

EDUCATION AND EXPERIENCE:

A combination of education, training and experience that clearly demonstrates possession of the knowledge, and abilities stated above. A typical qualifying background would include: two years experience involving computerized accounting systems performing comparable duties and responsibilities -OR- Completion of college-level course work in accounting, business administration, finance or a closely related field and experience involving familiarity with the business/financial/budgetary operation of an agency. School district and PeopleSoft experience preferred.

DISTINGUISHING CHARACTERISTICS:

An Accounting Systems Analyst performs a variety of tasks related to the training of staff in accounting and accounts receivable processes and systems applications, maintains several ledgers for restricted programs and develops complex models to evaluate financial alternatives.

This classification is distinguished from other Systems Analyst classes in Internal Business Services in that specialized knowledge of accounting and accounts receivable is required. This classification is distinguished from Integrated Technology Services in that specialized knowledge of computer programming is not required.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

WORKING CONDITIONS:

Duties are typically performed in an office setting.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established: 7/14

Revised: 09/22

Approved by the Personnel Commission: July 16, 2014