

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Early and Expanded Learning Analyst	Reports to:	Program Administrator/Supervisor
Department:	Student Services/Early Learning and Expanded Care	Classification Unit:	Classified
Board Approval:	12/08/2022	Current Salary Grade:	29
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform a variety of specialized, and advanced-level analysis, to ensure accuracy of required state reporting; including accounting duties in support of assigned accounts. Provide administrative support to the program director, provide support to classified program staff; convey information regarding program functions and procedures; ensure compliance with program’s financial, legal, and administrative requirements; oversee office activities; determine appropriate actions and referrals to achieve resolutions.

ESSENTIAL FUNCTIONS:

- Assists in the development and coordination of duties required maintaining and monitoring the compliance of all files mandated by all program contracts.
- Assists with activities to carry out the goals, policies, and activities designed to implement program objectives related to California State Preschool Program (CSPP) and Extended Learning Opportunities Programs (ELO-P) funding sources, and applicable regulations.
- Collaborates with Administrator and Supervisor in the development of long and short term planning for all contracts.
- Determines and verifies eligibility of children and families, adhering to state and federal guidelines . ensures timely recertification of eligibility for enrolled children and families
- Provides information to interested families regarding eligibility, enrollment, waitlist status, and selection criteria.
- Assists in the creation of procedures, documents, and other systems to maintain compliance of all Child Development contracts
- Inputs child and family information into a computerized record keeping system; monitor, review, and verify data entry. Complete required reporting in CDMIS (Child Development Management Information System) and CPARIS (Child Development Provider Accounting Reporting Information System) systems for state funded programs including monthly 801 reports and quarterly attendance reports.
- Processes and updates students’ records as required by the various program resources and support services units. Ensures that the department maintains records and data in a confidential manner.
- Maintains appropriate record keeping systems, reports, and other required documents for program compliance, reviews and audits.
- Compiles data from a variety of sources related to financial activities, staff absences/timecards, work orders, purchasing requests, and inventory and ensure compliance with financial, legal, and administrative requirements; enter data into an assigned system; ensure accuracy of input data.
- Assists Coordinator and Site Supervisor in allocating site funds for annual budget based on knowledge of past and future requirements; track special funding remain informed as to

- budget balance; Knowledge of many account codes for billing purposes on charges
- Requests and follows up on budget transfers in order to complete purchase orders. Provide all documentation for Cal Card charges, and ensure proper billing for each charge.
- Communicates with administrators, parents, students, and outside agencies to coordinate activities, exchange information, and receive complaints and concerns from staff and public; address issues as needed and/or refer to appropriate personnel for resolution.
- Assists the Program Administrator to conduct research and evaluation activities; collect and disseminate annual program parent surveys, and pertinent information as needed for schools, departments, parents/guardians and all required agencies.
- Reconciles monthly bank statements, prepare checks to PUSD.
- Ensures annual purchase and distribution of health and safety equipment including PPE, emergency supplies, and equipment
- Processes accounts receivable as assigned; collect, receive, code and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to ensure accuracy; prepare and distribute bank deposits as required; prepare invoices and arrange for billings as directed.
- Processes timecards according to established guidelines and procedures; input timesheet information including deductions and accurate funding sources into an assigned computer system; generate various computerized lists and reports; ensure accuracy of input and output data; detect inaccuracies and make corrections
- Develops spreadsheets and generate a variety of computerized lists and reports; maintain a wide variety of fiscal information, files and records, including accounts payable, accounts receivable, contracts, invoices, transfers, cash deposit, purchase orders, timesheets and applications; provide updated reference and audit trail for compliance.
- Assists designated departments and programs in the maintenance and evaluation of payroll records and data as assigned; provide technical expertise and direction to other personnel regarding timecard issues and related activities.
- Communicates with District personnel and external agencies to exchange information and resolve issues or concerns. Attend and participate in various meetings, workshops and conferences as assigned.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Methods, procedures and terminology used in accounting work.
- Financial and statistical record-keeping techniques.
- Preparation, review and control of assigned accounts.
- Preparation of financial statements and comprehensive accounting reports.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Arithmetic computations.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions.
- Prepare and maintain accurate financial and statistical records and reports.
- Compare numbers and detect errors efficiently.
- Reconcile, balance and audit assigned accounts.

- Assemble, organize and prepare data for records and reports.
- Process and record accounting transactions accurately.
- Prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Make arithmetic computations with speed and accuracy.
- Operate a variety of job-related equipment including computers, calculators, copiers and related office machines.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: AA degree in related field or equivalent experience.

Experience: Three (3) years of accounting, compliance, or program monitoring experience.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS: Indoor/office environment; fast-paced environment with changing priorities.

Physical Demands: 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.

- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-Employment Test

Clearances:

- State Mandated Training
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.