

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:       COMMERICAL WARRANTS SYSTEMS ANALYST, Grade 58**

**DEFINITION:**

Under general supervision, collects, compiles, and verifies data in the areas of commercial warrants, and attendance accounting; provides support to the San Diego County Office of Education (SDCOE), school districts, and charter schools for assigned areas; and prepares a variety of complex and comprehensive attendance and fiscal reports for compliance with local and state regulations.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL FUNCTIONS:**

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

Audits school district and charter school attendance reports and school calendars for accuracy and compliance with established regulations.

Prepares, verifies, and submits statistical reports of attendance, for school districts, charter schools, SDCOE, state, and federal agencies as needed.

Acts as a liaison between SDCOE, school districts, and state agencies regarding attendance report filing.

Serves as a resource for school district and charter school personnel on attendance accounting, school calendars, and related software.

Communicates with school district and charter school personnel regarding state-sponsored attendance accounting workshops and professional development opportunities throughout the year.

Maintains the information on the Pupil Accounting web pages for the SDCOE website to ensure the accuracy of information.

Processes emergency waivers for school closures and material decreases.

Attends meetings as the SDCOE representative on matters pertaining to attendance.

Troubleshoot and resolve end-user questions for assigned areas, and work with unit leadership and/or ITS to identify and implement process and/or systems changes as needed.

Manipulate large amounts of data to compare and analyze changes.

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

**NON-ESSENTIAL FUNCTIONS:**

Perform other duties as assigned.

Commercial Warrants Systems Analyst

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Commercial warrants principles and procedures

Local, state, and federal rules and regulations related to attendance accounting, and school calendars

California State Accounting Manual, and California Education Code sections related to commercial warrants, accounts payable, 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 and Access skills to handle complex data and analyses

### **ABILITY TO:**

Apply commercial warrants and attendance accounting best practices and coach others in proper processes and protocols

Interpret and analyze transactions related to accounting codes and classifications

Evaluate large amounts of data to draw coherent conclusions and recommendations

Accurately organize fiscal and statistical data records and reports

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

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 and experience equivalent to: two (2) years of 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.

## **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.

| <b>Established</b> | <b>Approved by the Personnel Commission</b> | <b>Revised</b>        | <b>FLSA Status</b> | <b>Salary Grade</b>            |
|--------------------|---|-----------------------|--------------------|--------------------------------|
| 07/2014            | July 16, 2014                               | 11/18; 7/19;<br>12/22 | Non-Exempt         | Classified Support<br>Grade 58 |