

SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: ACCOUNTING ANALYST

CLASS CODE: 504

CHARACTERISTICS OF THE CLASS:

Under general directions, analyzes, prepares and performs specialized and complex accounting for special projects function.

EXAMPLES OF DUTIES:

Assists in the development, implementation and monitoring of a comprehensive accounting program; compiles financial data and prepares regular or special financial statements, records or reports; makes recommendations regarding the establishment and/or revision to accounting procedures; prepares, analyzes, checks and balances documents, journal ledgers, reports related to income, encumbrances, expenditures, payrolls, payments and claims for reimbursement; prepares trial balances, balance sheets and profit and loss statements; prepares a variety of reports for reimbursement from the State; reviews financial documents for completeness, accuracy, and compliance with rules, procedures and laws; participates in the budget development process; initiates and recommends budget adjustments; participates in the research, collection and compilation of data for financial reports, projections and estimates; advises administration of the financial status of specific projects or programs; works with administration and staff to coordinate accounting processes; provides information and resolves concerns; serves as a resource for establishing and operating assigned accounts; performs in a team or project leader capacity on special projects assigned; acts as a resource to accounting or clerical staff.

QUALIFICATIONS:

Training Education and Experience:

Any combination of training, education and experience equivalent to an Associate Degree (two-year) and three years of increasingly responsible experience in accounting.

Knowledges:

Knowledge of generally accepted accounting principles (GAAP).

Knowledge of governmental accounting theories, practice, procedures and terminology and their applications to a variety of financial transactions and problems.

Knowledge of computer software programs related to accounting and word processing.

Ability to:

Ability to analyze and interpret data and prepare accurate and complete reports.

Ability to read, learn, interpret and apply complex Federal, State and District regulations.

Ability to plan and organize work in order to meet established time-lines.

Ability to detect and correct errors or omissions.

Ability to communicate effectively both orally and in writing.

Ability to guide and coordinate the work of others.

Ability to establish and maintain effective working relationships with administrators, staff, vendors, outside contractors/consultants and the public

Physical Characteristics:

(Consideration will be given to reasonable accommodation) with or without the use of aids; sufficient vision to read printed material; sufficient hearing to conduct in person and telephone conversations; sufficient mobility to move about the facilities and to drive a car; ability to speak in an understandable voice with sufficient volume to be heard in addressing groups; sufficient dexterity to write/use a keyboard.

Board Approved: 4/10/2003