GATEWAY UNIFIED SCHOOL DISTRICT

4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: ACCOUNTING AND BUDGET ANALYST

DEFINITION:

Under the supervision and general direction of the Director of Business Services, oversees and performs complex accounting functions with considerable latitude, maintains important financial and statistical records, prepares regular and special reports and applies a wide knowledge of current operation, procedures, rules and procedures to assigned tasks, and assists in training staff. This position will supervise the Account Clerk/Accounts Payable position and may be required to supervise other employees with such supervision usually being limited to the assignment and review of work. This position serves as the manager of financial systems and has significant responsibilities in district finance. This position is a supervisory position.

ESSENTIAL FUNCTIONS:

1. Assists in all phases of budget development and revision, including position budgeting, cash flow projections, multi-year projections, and Standardized Account Code Structure (SACS) reporting.
2. Assists in all phases of year end closing, including SACS reporting.
3. Assists in planning, coordinating, and facilitating audit activities with the District's independent auditors.
4. Performs and oversees financial record keeping operations.
5. Prepares a variety of accounting and financial entries, reports, cost analyses, fund and cash flow reports and forecasts.
6. Performs complex accounting in connection with computer input operations.
7. Performs internal auditing of commercial warrants, payroll, and other internal records.
8. Performs reconciliation functions pertaining to cash accounts, general ledger accounts, and various revenue and expenditure items accounts.
9. Assists in planning and delivering training for financial system users.
10. Maintains financial system as directed by software vendor.
11. Compile and compare state, federal and local reports.
12. Assists with the calculation of Local Control Funding and Special Education entitlement.
13. Creates and maintains all account numbers in compliance with SACS.
14. Assists in developing and monitoring accounting procedures and policies.
15. Performs accounting and budgetary support as well as board communication and presentations for District partnerships, programs, and consortiums.
16. Performs MAA coordination and invoicing.
17. Assists with the preparation and submittal of the Consolidated Application.
18. May serve as District's representative on county committees involving accounting systems or procedures.
19. Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Governmental budgeting, accounting and auditing principles and procedures.
2. Fund and program cost accounting.
3. Computer accounting and management information systems.
4. Microcomputers (PC)
5. Statistical and analytical research methods.
6. Governmental budgeting, accounting and auditing principles and procedures.
7. Standardized Account Code Structure (SACS).

Ability to:

1. Communicate effectively both orally and in writing.
2. Establish and maintain cooperative and effective and harmonious working relationships with others.
3. Work independently with little direction.
4. Meet schedules and timelines.
5. Plan and organize work.
6. Work confidentially with discretion.
7. Maintain accurate financial and statistical records.
8. Verify, reconcile, balance, audit and adjust assigned accounts.
9. Compare numbers and detect errors efficiently.
10. Analyze financial data and prepare reports, forecasts and recommendations.
11. Interpret, apply and explain financial rules, regulations, policies and procedures.
12. Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
13. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
14. Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulation.
15. Write reports, business correspondence, and procedure manuals.
16. Effectively present information and respond to questions from groups of administrators, staff, and the general public.
17. Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

EDUCATION AND/OR EXPERIENCE:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities required, such as:

- Associate of Arts Degree in a related field, Bachelor of Arts/Science Degree in a related field preferred.
- At least three years experience in school business accounting, auditing, and reporting.
- Previous school district experience.
- Equivalent combination of education and experience.

LICENSE AND CERTIFICATES:

Must possess a valid California driver's license.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position will exert 40 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work involves sitting, walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this job.