

The Accounting Analyst conducts independent work in the areas of financial transactions, analysis, reporting and accounting. Work involves collecting, summarizing, and analyzing a variety of financial data, and reconciling accounts, as well as ensuring accurate and proper accounting of all district revenues and journal entries. The Accounting Analyst will prepare reports and recommendations for multiple audiences. Employee must be able to work independently, have strong organizational/project management skills, and collaborate well with others.

Chain of Command

The Accounting Analyst reports to the Director of Finance.

Competencies of the Accounting Analyst

- **Accountability:** Holds self-accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and completes work in a professional and timely manner. Accepts responsibility for mistakes.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Promotes and supports district strategic plan objectives.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn and increase capabilities.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.
- **Organizational skills:** Strong organizational and time management skills.
- **Knowledge:** Competency and knowledge of relevant federal, state, and local laws, as they pertain to public education.
- **Proficiency:** Proficiency with various technologies used for analysis, reporting, and data collection (i.e. Microsoft products, Visions (Finance/Human Resource Services Software), OneDrive/Google Drive, and others as required).

Essential Duties

- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, and documents business transactions.
- Prepares journal entries and reconciles general ledger.
- Prepares monthly financial statements; and distributes monthly revenue and expenditure reports.
- Responsible for the revenue/accounts receivable/revenue recognition.

- Ensures accurate transaction records, evaluates financial processing, and controls transaction processes.
- Performs independent analysis and studies, makes recommendations on financial data including financial forecasting and modeling, revenues and expenditures analysis, recommendations on ensuring financial health and growth, and analysis of Finance data.
- Collects and analyzes data from a variety of resources including related web sites, obtains needed data from existing data files, and creates/prepares appropriate spreadsheets and databases.
- Reconciles accounts between banking institutions, Maricopa County, State of Arizona and the District's accounting system.
- Obtains, validates and ensures data quality in regards to Finance reporting and systems.
- Conducts the development, implementation, administration, and reporting of key finance reports and other data for the Finance Department.
- Completes financial reporting to federal, state and other entities as directed.
- Performs quality assurance within Finance and conducts internal audits/reviews as needed to resolve issues and solve problems.
- Prepares and maintains Finance records and documentation.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in a related field and two years of experience related to area of assignment is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

- AZ Fingerprint Clearance Card
- Arizona IVP Fingerprint Clearance Card

Date Revised

10.6.23