

## **BURBANK UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ACCOUNT ANALYST**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor perform technical and complex project accounting duties in the preparation, maintenance and review of project financial records, and reports to assure accuracy and conformance to established procedures. Analyze and audit assigned accounts; train and provide work direction to clerical and technical accounting personnel.

#### **DISTINGUISHING CHARACTERISTICS:**

The Account Analyst classification works under the direction of an assigned supervisor and performs complex accounting duties for larger account functions, including audit liaison, high volume bank reconciliations, federal interest reporting and other assigned accounts. The Account Analyst classification is the highest position in the series. Incumbents work under limited supervision and perform a variety of accounting duties in support of assigned accounts and budgetary functions.

#### **REPRESENTATIVE DUTIES:**

Perform technical and complex accounting and audit work in the preparation, maintenance and review of complex financial and project accounting records, accounts and reports including the project ledger; assure accuracy, completeness and compliance with applicable rules, regulations, policies and procedures; make corrections and adjustments as necessary; audit accounts as necessary to assure proper internal controls.

Maintain and monitor assigned project accounts and budgets; reconcile and balance assigned accounts. Train and provide work direction to clerical and technical accounting personnel as assigned. Answer questions and resolve problems related to assigned project accounts.

Coordinate communication and project accounting activities with other District departments and personnel, governmental and private agencies and vendors.

Maintain and file a variety of financial and accounting records, forms, listings and files. Prepares monthly bank reconciliation, trial balances, balance sheet, and profit and loss statement monthly.

Ensure project management reports, State-required project expenditure reports, and other documents are prepared and filed in a timely manner and maintained.

May prepare a variety of tax reports for the District, including the Sales and Use Tax report.

Maintain records of project budgets and project expenditures; monitor expenditures in accordance with budget allocations, plans and specifications.

Input a variety of financial and statistical data into computer and verify for accuracy.

May prepare and distribute warrants as necessary.

Audit payroll documents and general ledger accounts as necessary.

Operate a variety of office equipment.

Perform special assignments related to position as assigned.

Perform other duties as assigned related to job description.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Accounting and auditing principles, practices and procedures.

Financial and statistical record-keeping principles.

Modern office practices, procedures and equipment. State, Federal, Education Code, and other applicable laws, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Oral and written communication skills.

**ABILITY TO:**

Perform technical and complex accounting and auditing work in the preparation, maintenance and review of District financial records, accounts and reports assuring compliance with applicable rules, regulations, policies and procedures.

Apply auditing and financial record-keeping principles.

Read and interpret various federal and State guidelines or other information pertaining to work.

Operate a variety of office equipment and machines such as, but not limited to, computer hardware/software, keyboard, 10-key, and calculator.

Make arithmetic computations with speed and accuracy.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Analyze statements, invoices and reports.

Type at 30 words net per minute from clear copy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in accounting or bookkeeping and three years governmental accounting experience.

**WORKING CONDITIONS:**

Office environment subject to frequent interruptions.