

Sonoma County Office of Education – Job Description

Classified Management

EXTERNAL PAYROLL & FINANCE ANALYST

Definition:

To participate in the establishment and maintenance of accounting systems and procedures to ensure adequate fiscal controls for the Sonoma County Office of Education to provide fiscal information to other external partners and to perform related duties as assigned.

Distinguishing Characteristics:

This job class requires knowledge of governmental accounting procedures, practices and methods and is responsible for exercising independent judgment and decision-making skills regarding standard accounting procedures for the County Office. This job is distinguished from the Director of External Payroll and Finance and from the Accounting Analysts by the formers' responsibility to oversee and supervise all external fiscal operations and from the latter by the responsibility of this position for broader fiscal analysis and supervision responsibilities.

Supervision Exercised and Received:

Employees in this class receive general supervision from the Director of External Payroll & Finance, within a broad framework of policies and procedures. This position may supervise employees of this department with direction from the Director of External Payroll and Finance.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Performs professional and technical accounting work in the maintenance of financial records and preparation of financial reports for the County Office.
- Audits and reviews the work of External Payroll & Finance staff.
- Ensures adequate fiscal controls and audits cash procedures and other fiscal processes.
- Assists in the design, modification or update of accounting systems and procedures.
- Acts as a resource person providing information and assistance to districts, charters, departments, JPAs and SELPA.
- Assists Director, External Payroll & Finance in the preparation and review of official fiscal reports for various agencies, including State and Federal agencies.
- Processes, analyzes and completes a variety of financial documents and reports.
- Works collaboratively with staff, districts, charter schools, County Treasury and other agencies in facilitating workflow, reviewing and auditing transactions.
- Research and resolve issues arising from IRS & State Tax Correspondence.
- Reconciles various external funds between the county treasury and in-house financial system - Escape.
- Schedules delivery routes for AP/Payroll distribution and send critical due date reminders
- Prepares and reviews Idaho Tax Reporting

- Assists with adjustments, including federal tax, state tax, 1099, W-2 and other tax related adjustments.
- Reviews federal tax and state tax quarterlies for all districts; reviews and posts bank uploads twice monthly.
- Assists in reconciling W-2 reporting to quarterly taxes.
- Updates Payroll/Retirement Manual as needed; assists in training LEAs.
- Keeps up to date on current laws and regulations regarding payroll and finance.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Modern accounting principles, practices and procedures.
- Governmental accounting and auditing procedures, requirements, standards and regulations.
- Data processing as it relates to financial record keeping.
- Payroll as it relates to School Business
- CalPERS and CalSTRS Retirement Rules and Regulations
- California State School finance laws and regulations.
- Basic office methods, practices and procedures including financial record keeping.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources.
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
- Maintain an orderly work environment and perform tasks in prescribed and safe manner.
- Establish and maintain cooperative-working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Apply the principles of governmental budgeting, auditing and accounting.
- Comply with laws and regulations applying to accounting operations.
- Conduct financial analysis and do other statistical research.
- Utilize online financial accounting systems.
- Plan, implement and participate in the preparation of accounting reports.
- Accurately check, verify and analyze a variety of accounting data and draw sound conclusions.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Bachelor's degree from an accredited institution with a major course work in accounting, business administration or related field.
- OR
- Three years accounting experience in an educational organization, including work with governmental fiscal systems, models and procedures.

Experience:

- Increasingly responsible, technical accounting or auditing experience, preferably including some experience in a California public school district, county office of education, community college, government or equivalent work setting.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Lift twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.
- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier and other equipment and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words and numbers.
- May need to occasionally lift up to twenty (20) pounds and in excess of twenty (20) pounds with assistance.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Adopted: January 5, 2022
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented Management
- Approved by: Personnel Commission