



Leadership • Collaboration • Support

JOB TITLE: Accounting Analyst

CSEA Salary Schedule, Range 41

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Coordinates, organizes, and performs complex professional accounting and budgeting work in the computation, recording, reporting, auditing and statistical review of financial transactions; monitors and maintains budgetary, finance, cost, payroll, and other financial records; plans, develops, and implements new and revised accounting and budgeting procedures; leads and coordinates the work of department staff; provides technical and procedural assistance to administrators, program managers, and LEA (Local Educational Agencies), including oversight under Assembly Bill (AB) 1200 as applicable.

JOB REQUIREMENTS AND QUALIFICATIONS

- Knowledge of accounting and budgeting principles, practices, and procedures; governmental accounting preferred.
- Ability to obtain knowledge of education, government, and labor codes, state and federal laws and generally accepted accounting principles (GAAP), as they pertain to school finance and apply as appropriate.
- Knowledge of operating standard office equipment, personal computers, and software such as the Microsoft Office applications (Outlook, Word, Excel, One-Note, PowerPoint, Access, etc.), as well as Adobe Acrobat and similar document creation tools. Proficiency in Excel is strongly desired.
- Ability to establish and maintain financial records and procedures.
- Ability to prepare and analyze clear and comprehensive financial statements and reports.
- Ability to read and interpret financial information necessary to competently perform duties.
- Ability to obtain knowledge to gain subject matter expertise in the use of the financial system.
- Ability to train other team members and verify the work assigned to them.

- Ability to establish and maintain effective work relationships.
- High school diploma or equivalent.
- Bachelor's degree in accounting is preferred.
- Any combination of experience and education that could provide four (4) or more years progressively responsible accounting experience, LEA business experience strongly desired.

ESSENTIAL DUTIES

- Develops, prepares, coordinates and reviews accounting and budgeting operations, such as:
 - Budget development, analysis, monitoring, and management
 - Expenditure analysis, monitoring, and reporting
 - Position control, staffing, salary, and benefit expense monitoring
 - Payroll tax reporting
 - Financial reporting
 - General ledger posting, monitoring and reconciliation
 - Data verification and analysis
 - Cash verification, management, and analysis
 - Fiscal and calendar year end closing
- Prepares, verifies and/or files/submits local, state or federal reports, such as expenditure reports, attendance and tax documents.
- Processes, analyzes, and completes a variety of financial documents and reports including grant and special education funding reports.
- Prepares, reviews, and analyzes complex LEA financial, expenditure, budget, and planning tools such as the Local Control Accountability Plan (LCAP), relative to state-established criteria and standards, such as:
 - Reviews for accuracy, completion and conformity to rules, regulations, and laws
 - Projections of LEA financial status
 - Monitoring implementation of audit findings and/or financial management recommendations
 - Oversight and evaluation of fiscal condition under AB1200, which includes forecasting and trend analysis
 - Assists management in the review and analysis of LEA budget and interim reports. Analyzes budget and financial discrepancies and recommends a course of action to resolve problems. Reports conclusions and findings to the LEA

- Maintains LEA chart of accounts according to the standardized account code structure (SACS).
- Coordinates record retention process.
- Assists and trains others performing financial duties to understand policies, procedures and practices.
- Assists LEA staff in utilizing the financial system efficiently and effectively.
- Assists internal and external auditors as required.
- Attends and actively participates in meetings as appropriate; may also lead/facilitate meetings.
- Performs other oversight functions related to LEAs.

MARGINAL DUTIES

Performs related duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive minimal supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

None, however, employees in this classification may train and coordinate the workflow of other team members as it relates to accounting procedures and record keeping functions.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (1) Bending (2)

Pushing and/or
Pulling Loads (1) Reaching
Overhead (1) Kneeling or
Squatting (2)

Climbing Stairs (1) Climbing Ladders (0)