

LEAD ACCOUNTING ANALYST

DEFINITION

Under the direction of the Manager of Fiscal Services, performs a variety of specialized and complex bookkeeping, accounting and clerical work and maintains specific financial records and files pertaining to activities or programs in the Business Office.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

- Audits ASB records.
- Reconciles bank statements on revolving cash accounts and ASB accounts
- Is responsible for monitoring the categorical cash flow, analyzing receivables and accruals for accuracy.
- ~~Is responsible for~~ Assists with monthly reports and analysis of cafeteria funds.
- Monitors and updates the district position control to ensure accurate staffing and budgeting of positions.
- Assures accuracy of funding for additional hourly timesheets.
- Assists in month end closing.
- Verifies, summarizes and prepares attendance and enrollment reports.
- Is responsible for HRS data monitoring.
- Implements and updates HRS tables, including benefit and salary schedules.
- Assembles and audits data from various accounts.
- Codes and prepares documents to input into data systems.
- Prepares control sheets and posts to journals.
- Prepares distribution of multiple entries against proper budget accounts.
- Traces errors and records adjustments to correct charges or credits posted to incorrect accounts.
- Reconciles statements and cash journals.
- Assists in processing of payroll and acts as coverage in event of absences.
- Monitors accuracy of annual Parcel Tax submissions.
- Reconciles payroll clearance fund and fringe benefits.
- Prepares input and reconciles payroll taxes and returns.
- Audits inventories; assists in taking physical inventory and posts reports to ledgers.
- Prepares Federal, State, County and local reports as necessary.
- Monitors CTE expenses based on budget and proposal of budget adjustments.
- Is responsible for monitoring the general fund cash flow and State cash flow analysis for Interim Reports.
- Assists the Manager of Fiscal Services in budget monitoring and preparing reports for the Board, the County Office of Education, the State, and other entities.
- Is responsible for analysis and preparation of the AB 1200 collective bargaining disclosure.
- Prepares monthly cash flow statements.
- Compiles statistics and prepares reports on budget control job costs and taxes.
- Contacts other school employees and business representatives as necessary.
- Operates standard office machines, and equipment including microcomputers.
- Sorts and files documents.
- Compiles and prepares complex reports as required.

- Prepares sales tax collection following reporting regulations.
- Monitors Accounts Receivable collection for District accounts.
- Serves as primary back-up to the Manager of Fiscal Services in his/her absence with regard to budget projections and other information.
- Monitors and reports on student attendance and enrollment.
- **Updates Funding Calculators based on attendance data.**

QUALIFICATIONS GUIDE

Knowledge of:

- Correct English usage, spelling, grammar, punctuation and composition.
- Numerical, alphabetical and subject matter filing systems.
- Bookkeeping and accounting principles and procedures including journal and ledger account systems.
- Modern office practices, procedures and terminology, particularly as they apply to purchasing and receiving transactions and financial record keeping.
- Data processing techniques.
- Operation of standard office equipment.
- District policies, rules and regulations.
- State Education Code regulations relative to school accounting procedures and principles.
- Requirements as relates to construction accounting and processing of payments to contractors.

Ability to:

- Work effectively and efficiently with all levels of District personnel and the public.
- Perform double entry bookkeeping on computer.
- Type at a net corrected speed of 40 words per minute.
- Analyze and compare records; make recommendations to supervisors and other departments.
- Perform complex mathematical calculations with speed and accuracy.
- Operate a variety of modern office machines and equipment.
- Understand and carry out oral and written directions.
- Perform in all situations requiring specialized knowledge, using tact and good judgment.
- Compile and prepare complex and accurate financial and other reports.
- Work effectively without close supervision.
- Organize and schedule activities relative to the Business Office.
- Maintain confidentiality.
- Be Bondable.
- Maintain cooperative work relationships with supervisor and others contacted in the course of work.
- Present a positive image of the District and its operation to the public.
- Communicate effectively with other agency personnel.
- Read and interpret contracts and law as it relates to school business.

Training and Experience:

Bachelor's degree in business or related area in financial record keeping, including bookkeeping and accounting. Three years of financial experience as it relates to school business, including year-end closing spreadsheet, word processing and accounting software.

Approved by: _____

Date: _____