

DISTRICT ACCOUNTING ANALYST

CLASS SUMMARY

Under general direction performs a variety of complex and technical accounting tasks in the analysis, maintenance and auditing of accounts affecting District-wide operations; analyzes and prepares financial statements, reports and schedules; maintains specially funded (local, state, federal) projects database and monitors projects for compliance with financial reporting requirements;; identifies problems and implements solutions; and performs related work as required to meet the department and District-wide accounting objectives.

REPRESENTATIVE DUTIES

Prepares complex financial analysis, reports and schedules, and account reconciliations for the centralized accounting department, such as monthly reconciliation of Cash in County and reconciliation of all payroll liability accounts for all District funds; May lead district accounting staff on a project or assignment basis by prioritizing projects, delegating assignments, setting deadlines, reviewing work and explaining the impact of changes; Research and develop procedures to resolve complex accounting problems, implements changes in operations or procedures; Research and analyze accounting transactions, budgets, contracts and special funds to resolve questions and validate data; reviews budget changes and reoccurring journal entries for accuracy, completeness, proper authorization, appropriate support; Maintains specially funded (local, state, federal) projects database; Monitors financial reporting deadlines; Monitors monthly checklist of balance sheet reconciliations for all County funds; Prepares quarterly fluctuation analysis of balance sheet accounts for all County funds; Reviews claim on cash, interfund transfers, and due to due froms entries between County funds, and prepares auxiliary billing to settle due to due froms; Coordinates information and communications among the District and other departments and external agencies to clarify and reconcile special funds, allocations and accounting issues or inconsistencies; Identifies areas within Fiscal Services where increased automation and reliance on system controls will lead to efficiencies; Assists management in implementing process improvements within Fiscal Services, including documenting internal procedures and creating or redesigning department forms, training manuals, etc.; Reviews and evaluates proposals for new departmental systems and applications involving financial accounting to ensure proper integration with other financial accounting systems; Prepares annual and interim financial statements and schedules such as the Schedule of Expenditures of Federal Awards (SEFA) and the Schedule of Expenditures of State Awards (SESA) for review; Monitors the District year-end close calendar and the County year-end close calendar and coordinates with the County to ensure timely closing; Gathers, organizes, analyzes and reviews documentation requested by external and internal auditors; meets with auditors and representatives of funding agencies to ensure compliance with accounting, federal and state requirements; Researches accounting and compliance issues as needed; Initiates federal drawdowns from the Department of Education and manages federal cash balances for compliance with federal cash management policies; Reviews and tracks year-end closing entries for all specially funded projects; Provides training to accounting staff; Balances workload in the department as needed; Performs other related duties assigned.

DISTRICT ACCOUNTING ANALYST cont'd

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager/administrator.

QUALIFICATIONS GUIDE

Required Training and Experience

Any combination of education and experience equivalent to a bachelor's degree in accounting, business or finance; and four years of increasingly responsible accounting experience.

Desirable Qualifications

Financial accounting experience with grant and/or specially funded programs.

Experience in governmental or fund accounting.

Proficiency in Microsoft Excel.

Knowledge and Abilities

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and Governmental Accounting and Auditing Standards (GAAS), theory, and practices; financial record keeping, data processing and report procedures; administrative survey and reporting techniques, including research and data collection methods; budget and grant administration; methods and techniques of cost analysis; auditing practices and procedures; computerized accounting systems, spreadsheet software applications and business math; English usage, spelling, grammar and punctuation; principles of management, supervision and training; FERPA – Protect the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA), California law and college policies.

Ability to:

Perform advanced, complex professional accounting work; analyze and solve problems of organization and management; collect, analyze and evaluate financial data related to complex functions and operations; plan, organize and complete assignments with a minimal amount of detailed instruction; design and conduct research projects of moderate difficulty with defined parameters, and generate clear and concise reports; understand and carry out oral and written instructions and communicate with other agencies and organizations; develop and provide oral and written presentations, reports and training as requested; develop and implement recommendations regarding work procedures; directs the work of accounting staff and provide training as needed; interpret and apply rules and regulations.