

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ACCOUNTING ANALYST**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform highly responsible, complex and professional accounting duties which may include attendance accounting, accounts receivable and accounts payable. Duties including, but not limited to: collect and report District-wide attendance data; provide direction for record maintenance necessary for accurate accounts payable procedures; and procedures and compliance with California State Education Code and California Department of Education requirements; assist with the planning, organization and direction of activities and operations of District accounting records, accounts payable and accounts receivable functions; assure compliance with applicable laws, codes, rules and regulations.

#### **ESSENTIAL FUNCTIONS:**

Perform technical calculations and analyses to create District-wide Average Daily Attendance reports; audit ADA and attendance reports from individual school data.

Design and develop statistical reporting procedures and methods; compile and verify reports for submission to County, State and federal reporting agencies including construction reports and US Department of Commerce.

Oversee and provide direction to assigned staff in the area of Attendance Accounting, Accounts Payables and Accounts Receivables processes and procedures including training of staff.

Reconcile District accounting records with various internal and external reports; audit reports for errors and assure correct reporting. Reconcile District enrollment data and with CALPADS and other required internal and external data submissions for accuracy.

Prepare monthly attendance, enrollment and Class Size Reduction (CSR) reports for Cabinet, Program Directors and Site Administrators to assist with maintaining staffing requirements as prescribed by laws and program requirements.

Direct and coordinate completion of policy and procedure manuals for attendance accounting transactions; work closely with Technology Services, Attendance Improvement Office and District level administration in creation of attendance related processes and procedures.

Work closely and cooperatively with outside auditors in gathering and communicating data for compliance and their review.

Coordinate and supervise in-service training to site personnel on attendance and enrollment reporting, accounts payable and accounts receivable; serve as a resource for school site personnel; communicate accounting policies and procedures and implementation of Board policies.

Work closely and cooperatively with program managers and site administrators to insure accurate ADA and related data is reporting.

Serve as a liaison with Technology Services to coordinate accounts payable warrant processing and resolve issues; coordinate and resolve issues related to attendance accounting.

Prepare and maintain necessary calendars, such as site attendance reporting due dates and accounts payable timelines.

Prepare and process small claims actions; appear in court as District Representative.

Reconcile and balance inter-fund and intra-fund transfers including input processing and reconciliation.

Provide training and supervise the performance of assigned personnel; interview and select employees.

Maintain current knowledge of legislative applications of ADA, enrollment, class size and Local Control Funding Formula unduplicated pupil count reporting regulations; implement reports and reporting procedures for new programs and legislation; develop internal reports to analyze effects of legislative and program changes.

Perform highly responsible and professional accounting, including attendance accounting and Local Control Funding Formula related pupil count reporting, duties and assure compliance with applicable laws, codes, rules and regulations.

Attend a variety of meetings, workshops and conferences to maintain current knowledge of laws, codes, rules and regulations; facilitate workshops and provides resources for administrators, supervisors and staff regarding various attendance accounting policies and procedures.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and procedures of accounting, including governmental procedures, school district fiscal, attendance procedures.

Computer based accounting and attendance systems and procedures.

Modern office procedures, methods and equipment, including calculator, copier, computer and printer.

Laws, rules and regulations applicable to California school district accounting and attendance activities.

Principles of training and providing work direction to others.

District organization, operations, policies and objectives.

Operation of office equipment, including a computer and assigned software applications.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal relations skills using tact, patience, and courtesy.

**ABILITY TO:**

- Perform clerical and technical work involving accounting processes and analysis.
- Maintain financial records.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Meet schedules and timelines.
- Train and provide work direction to others.
- Conduct research, compile, and verify data.
- Maintain confidentiality of sensitive and privileged information.
- Understand and work within scope of authority.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Apply pertinent District policies, laws, rules and governmental regulations to specific case.
- Analyze and interpret fiscal records and documents.
- Prepare accurate and complete financial summaries and reports.
- Develop computer programs that clearly and accurately depict statistical results.
- Perform research and compile information from a variety of sources.
- Maintain accurate records and files.
- Maintain consistent, punctual and regular attendance.
- The ability to effectively communicate in order to exchange and understand information.
- The ability to read and analyze a variety of materials.
- The ability to effectively operate a computer keyboard.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: Bachelor’s degree in Accounting, Finance, or related field and/or three years increasingly responsible professional accounting and attendance accounting experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Constant interruptions.

**BOARD APPROVED:** July 19, 2022