

East Side Union High School District

Job Title: Account Analyst

Basic function:

Under the direction of the Assistant Business Manager, perform professional accounting activities related to the preparation, maintenance and review of financial records, accounts and reports for the district; analyze and audit assigned accounts; train and provide work direction to clerical and technical accounting personnel.

Representative duties:

Perform professional accounting work in accordance with prescribed accounting procedures and generally accepted principles of accounting

Prepare a variety of comprehensive financial statements and documents; prepare and maintain financial claims, records and reports for various accounting areas; maintain efficient and effective record-keeping systems and audit trails.

Train and provide work direction to clerical and technical accounting personnel as assigned; respond to questions and resolve difficult issues.

Conduct research and prepare special studies as requested; analyze financial accounting data and make appropriate recommendations

Prepare, review and correct budget and expenditure transfers; verify account numbers and coding to assure compliance with District fiscal policies and accounting principles

Analyze budget documentation to assure that expenditures are properly charged and do not exceed appropriations; participate in budget development, tracking and analysis in assigned accounting areas.

Analyze data and prepare projections, financial statements and reports providing statistical and financial information related to the District financial position and transactions

Answer questions and provide a variety of information and assistance to District and other personnel regarding budgets, accounts and related information; provide technical expertise and direction regarding accounting issues and discrepancies; coordinate activities with other departments and District personnel

Reconcile cash at the Controller's office to District cash accounts in the general ledger; reconcile bank statements for assigned accounts.

Assist in the development and implementation of new or revised procedures and forms to assure efficiency and compliance with District policies and applicable governmental regulations.

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Assist external auditors as requested in reviewing the District's financial records, reports and transactions.

Participate in year-end closing procedures for assigned accounting areas; balance and set up account receivable and accounts payable for prior year.

Operate standard office machines and computer equipment; utilize various software packages, such as Excel, to enter, revise, audit and analyze financial data.

Perform related duties as assigned

Knowledge and abilities:

Knowledge of:

- Accounting and auditing principles, practices and procedures
- Preparation of financial statements and comprehensive accounting reports
- Data processing applications to accounting and auditing functions
- Financial analysis and projection techniques
- Modern office practices, procedures and equipment
- District organization, operations, policies and objectives
- Oral and written communication skills
- Applicable sections of State Education Code and other applicable laws
- Interpersonal skills using tact, patience and courtesy
- Operation of a personal computer
- Technical aspects of field of specialty

Ability to:

- Perform professional and technical accounting work involved in the preparation and maintenance of financial records
- Maintain a variety of fiscal records, accounts and funds
- Reconcile, balance, and audit assigned accounts
- Analyze and resolve problems and draw accurate conclusions
- Prepare clear and accurate financial statements
- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of actions
- Meet schedules and timelines
- Plan and organize work
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Read, interpret, apply and explain rules, regulation, policies and procedures
- Operate a variety of office machines including typewriter, calculator, computer terminal, printer and microcomputers to enter and manipulate data

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Education and experience:

Any combination equivalent to: two years college level course work in accounting, finance or related field and four years accounting experience.

Working conditions:

Office environment