



## ACCOUNTING ANALYST

FC: FA210  
PG: SEIU -11

PC: 714  
BU: 04  
October 2000

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, performs professional accounting work of a moderate to difficult nature; performs related duties as assigned.

### **CLASS CHARACTERISTICS**

Accounting Analyst is a single level position. Positions in this class are expected to independently perform the full range of accounting duties. Successful performance requires thorough knowledge of general, commercial, fund and governmental accounting procedures and skill to exercise sound independent judgement within established guidelines.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Analyzes capital project cost reports on a continuing basis including coordination with other departments to ensure correctness of the reports.
2. Reconciles capital project cost reports to the general ledger and fixed asset records.
3. Assists in the preparation of schedules, reports, and records analysis required by internal and external auditors.
4. Establishes or revises accounting procedures to conform with federal or state laws and generally accepted accounting principles.
5. Creates, updates and maintains operating manuals of policies, functions and projects within the Controller's Office.
6. Examines and tests reliability of payroll records, accounts payable documents and general accounting records.
7. Assists in the monthly and year-end close of the District's books and records.
8. Reviews journal entries prepared by accountants for propriety, accuracy and completeness.
9. Responds to surveys, questionnaires and other statistical inquiries related to the District's financial reports.

10. Provides technical support to other departments, accountants, and clerical staff.

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices and terminology of general, commercial, fund and governmental accounting.

Principles and practices of payroll processing and wage and benefit plan concepts.

Principles and practices of business data processing, particularly as related to the processing and analysis of accounting information.

Preparation, interpretation and analysis of computer and manual input/output documents.

Budgeting principles and terminology.

Standard office practices and procedures.

Applicable laws and regulations including those regulating public fiscal operations.

**Skill in:**

Reviewing and interpreting complex financial reports, ledgers, records and legal documents.

Verifying the accuracy of financial data.

Ensuring proper authorization and documentation for disbursements.

Analyzing, posting, balancing and reconciling financial data and accounts.

Making accurate mathematical calculations.

Preparing clear, concise and complete financial reports and statements.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Explaining technical subjects to non-technical personnel and others.

Making sound independent decisions within established guidelines.

**MINIMUM QUALIFICATIONS**

**Education:**

A Bachelor's degree in accounting from an accredited college or university.

**Experience:**

Four (4) years of (full-time equivalent) verifiable professional accounting experience, preferably in a government or public agency setting.

**Substitution:**

An Associate in Arts degree in accounting plus seven (7) years of sub-professional accounting support work as full charge bookkeeper; or an Associate in Arts degree in accounting plus six (6) years of varied accounting work as a Junior Accountant; or 24 degree-related units in accounting plus six (6) years of professional accounting experience. A Bachelor's degree is preferred.

**WORKING CONDITIONS:**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Walking, standing or sitting for prolonged periods of time.