

JOB DESCRIPTION  
September 2016

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

**ACCOUNTING ANALYST I**

**General Purpose:**

An Accounting Analyst I is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Accounting Analyst I provides comprehensive accounting support for Placer County Office of Education's (PCOE) programs and mandated financial services for inter-governmental operations involving the office of the County Treasurer, County Auditor and other Local Education agencies of Placer County. The Accounting Analyst I is expected to complete fundamental professional accounting functions and identify problems that may exist. The Accounting Analyst I performs complex accounting functions; analyzes financial reports for accuracy and compliance with State mandated requirements; designs, implements and maintains a variety of financial and statistical spreadsheets; prepares journal entries and reconciles financial ledgers.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Assists with analyzing financial reports for accuracy and compliance with State mandated requirements.
- Designs, implements and maintains a variety of financial and statistical spreadsheets.
- Prepares a variety of State mandated reports, including Public Employees Retirement System (PERS)/State Teacher's Retirement System retirement (STRS) reporting.
- Works with employees, including district staff, and provides instruction regarding State accounting requirements and procedures.
- Ensures proper filing of forms and reports with the State.
- Performs attendance monitoring for County Office of Education programs.
- Maintains State apportionment and specialized spreadsheets.
- Assists with payroll processing, verifying calculations and maintaining payroll records, calculating and entering salary payments based on time cards.
- Reconciles health and welfare benefits with payments to vendor. Ensures appropriate contributions are collected from employee and employer accounts based on current memorandum of understandings and board policy.
- Performs accounts receivable activities including but not limited to initiating invoices, follow-up collection notices, and applies proper account coding to monies received.
- Receives and distributes incoming funds to appropriate accounts in accordance with entitlement documents or transmittal letters.
- Maintains apportionment records and prepares necessary reports.
- Calculates and apportions interest earnings.
- Prepares documentation for wire transfer of funds and coordinates transfers with the County Treasurer and County Auditor.
- Performs special processing for returned, lost and cancelled warrants, including preparation and posting of journal entries.
- Reviews and reconciles County Auditor's Taxes Report of local taxes apportioned to local education agencies before transmittal to the Department of Education.
- Prepares reconciliation of cash in county treasury and other general ledger accounts.

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- Reviews and reconciles County Auditor's Taxes Report of local taxes apportioned to local educational agencies before transmittal to the Department of Education.
- Researches and resolves discrepancies with the County Auditor's office.
- Reconciles PCOE Business Services credit card account with online purchases made on behalf of all PCOE programs.
- Monitors records to assure the availability of adequate cash for the processing of financial transactions.
- Performs general account record keeping as needed.
- Operates a variety of office equipment and computers.
- Types forms, reports and correspondence.
- May serve as liaison between employee, districts, retirement systems, California Department of Education, and Placer County Auditor, as assigned.

### Minimum Qualifications:

#### Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### Education:

- High school diploma or equivalent.

#### Experience:

- Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain knowledge and abilities would be: two (2) years of increasingly responsible financial and statistical record keeping work experience comparable to that of an Accounting Technician III with PCOE.

### Knowledge, Skills and Abilities:

- Knowledge of principles and methods of financial and statistical record keeping.
- Knowledge of laws, rules and regulations governing school district financial transactions, accounting, and reporting.
- Knowledge of state attendance accounting requirements.
- General knowledge of administrative regulations designed to implement State mandated fiscal reporting for school districts.
- Knowledge of electronic spreadsheets and data processing.
- Knowledge of principles and methods of California school accounting.
- Knowledge of office methods, procedures and equipment.
- Knowledge of proper English usage, spelling, grammar and punctuation.
- Knowledge of mathematics.
- Ability to perform a variety of financial and statistical record keeping assignments.
- Ability to interpret and apply rules, laws and policies governing school district apportionments.
- Ability to review and resolve discrepancies in school district financial records.
- Ability to prepare a variety of special fiscal and financial reports.
- Ability to make arithmetical calculations quickly and accurately.
- Ability to operate a variety of calculating and office equipment.
- Ability to understand and carry out oral and written instructions.

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- Ability to deal tactfully and courteously with the public, other employees, and school district personnel.
- Ability to establish and maintain cooperative working relationships.

### **Required Testing:**

- Applicants may be tested.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.


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**FLSA Status:** Non-exempt


**Employee Group:** Classified

**Salary Grade:** 29

Reviewed and Approved:

Supervisor: 

Date: 9/20/16

Human Resources: 

Date: 9/20/16