

JOB DESCRIPTION

May 2014

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

ACCOUNTING ANALYST III

General Purpose:

An Accounting Analyst III is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Accounting Analyst III 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 III is expected to complete fundamental professional accounting functions and identify problems that may exist. The Accounting Analyst III performs complex accounting functions; analyzes financial reports for accuracy and compliance with State mandated requirements; designs, implements and maintains a variety of complex financial and statistical spreadsheets; works with district and program staff to develop and monitor district, program and grant budgets; prepares journal entries and reconciles financial ledgers. The Accounting Analyst III position requires performance of the more complex Accounting Analyst duties and may be called upon to provide guidance and instruction, or review and correct the work of co-workers.

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 complex financial and statistical spreadsheets.
- Assists with all facets of the budgeting process, including development of budget revisions and monitoring of year end closing income and expenditure statements.
- Prepares year end closing journals for assigned grants and programs.
- Analyzes employee time studies and allocates costs appropriately to ensure compliance with federal and state program regulations.
- Reconciles General Ledger accounts and completes journal entry adjustments as appropriate.
- Reviews data entry edits, journals, and other reports prepared by Business Services staff for accuracy. May provide instruction and guidance regarding preparation and needed corrections.
- Reviews periodic budget reports and assists with preparation of management summary.
- Maintains position control data to ensure correct accounting of wages and accurately estimate costs of positions.
- Prepares a variety of state mandated & grant financial reports.
- Assists program staff by completing or providing data for grant expenditure reports. Reviews budget and expense reports submitted and provide guidance and instruction regarding needed corrections.
- Independently prepares a variety of State mandated and grant financial reports.
- Works with district staff and provide instruction and guidance regarding State accounting requirements and procedures.
- In the absence of Business Services managers may review accounts payable, accounts receivables, and journal batches or other transactions being processed, making corrections as necessary to maintain workflow deadlines.
- Ensures proper filing of forms and reports with the State.

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- Maintains State apportionment and specialized spreadsheets.
- Receives and distributes incoming funds to appropriate accounts in accordance with entitlement documents or transmittal letters.
- Researches and resolves discrepancies with the County Auditor's office.
- 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.

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.
- Some college-level coursework in accounting is preferred.

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 Analyst II 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 budget development and fiscal control procedures.
- Knowledge of proper English usage, spelling, grammar and punctuation.
- Knowledge of electronic spreadsheets and data processing.
- Knowledge of office methods, procedures, and equipment.
- General knowledge of account classifications and codes as implemented and defined within the Standardized Account Code Structure for Local Education Agencies.
- Ability to perform a variety of complex financial and statistical record keeping assignments.
- 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 speak clearly and understand multiple step instructions.
- 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.

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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.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 34

Reviewed and Approved:

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____