

ACCOUNTING ANALYST

DEFINITION

Provides technical support on all matters pertaining to accounting systems and procedures of the District by analyzing accounting data, procedures, controls and services, and developing and maintaining accounting systems to accurately record financial assets and transactions and to facilitate financial and management planning.

TYPICAL DUTIES

- Designs, implements, maintains, evaluates, adapts, and revises complex accounting systems encompassing general accounting, accounts receivable/payable, specially funded, inventory, and enterprise accounting activities.
- Analyzes and evaluates complex technical accounting work methods, procedures, controls, and information and documentation systems.
- Writes instructions, procedures, and manuals associated with the implementation and maintenance of accounting systems and conducts training for affected personnel.
- Develops and analyzes special, noncyclical financial accounting reports and statements.
- Analyzes the impact of proposed changes in operating programs and legal mandates on accounting systems and makes recommendations for new or revised accounting systems and related management policies and practices.
- Consults with operating and management personnel in the design of accounting systems to ascertain accounting data and report requirements, resolve complex accounting problems, and facilitate the implementation of new practices and procedures.
- Confers with data processing personnel on the formulation of computerized system plans and specifications.
- Provides liaison on accounting matters with auditors engaged in regulatory, contractual, and operational audits of District programs and activities.
- Analyzes economic conditions, financial markets and investment alternatives, recommends policy for the investment of reserve cash funds, and effects and monitors approved investment transactions and activities.
- Writes reports and correspondence containing descriptive, analytical, and evaluative content including the preparation of projections, conclusions, and recommendations for accounting and financial systems.
- May supervise assigned professional and clerical accounting personnel.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Accounting Analyst** applies a thorough knowledge of management analysis and professional accounting to the analysis, development, design and maintenance of accounting systems including account structures, report structures, and procedures governing account transactions and documentation.

DISTINGUISHING CHARACTERISTICS (Cont.)

A **Supervising Accountant** supervises assigned professional and clerical employees and applies a thorough knowledge of principles and practices of governmental accounting in analyzing and resolving complex operating problems, and is responsible for preparing the more difficult accounting statements and reports.

A **Senior Accountant** supervises the activities of a small accounting unit and applies a working knowledge of principles and practices of accounting in resolving problems related to various accounts, and is responsible for preparing standard accounting statements and reports.

SUPERVISION

General supervision is received from a classified supervisor or administrator. Supervision may be exercised over assigned professional, technical, and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, and theories of accounting with emphasis on systems design and analysis
- Capabilities of computer applications and hardware in the management of accounting systems
- Principles, practices, and procedures of auditing
- Banking and investment policies, regulations, and practices
- Current trends and developments in accounting and related fields
- Federal, state, and local laws, regulations and policies affecting the accounting and financial systems of the District
- Research, statistical, and forecasting methods used in accounting analysis and management
- Principles of business and public administration
- Principles of supervision and training

Ability to:

- Develop and implement comprehensive accounting systems and procedures
- Apply research and analytical techniques to the resolution of complex accounting problems
- Effectively utilize computer equipment and software in the performance of duties
- Analyze accounting data and practices and apply pertinent laws, regulations and principles
- Maintain schedules and meet deadlines
- Express complex concepts effectively in oral and written presentations
- Prepare clear concise instructions, manuals, reports, and accounting statements
- Analyze and evaluate work methods
- Provide leadership and technical assistance to others
- Train others in specialized accounting practices and procedures
- Work independently on assigned projects
- Work effectively and cooperatively with District personnel and representatives of government agencies and various private organizations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university with a major in accounting, business administration, economics, finance, public administration, or a closely related field, including or supplemented by at least 24 semester units of accounting; **OR** a valid license to practice as a Certified Public Accountant in California.

Experience:

Three years of professional accounting experience which included responsibility for the design and analysis of complex, computerized accounting systems.

Special:

A valid Class "C" California driver's license.
Access to an automobile.