

Sonoma County Office of Education – Job Description

Classified

ACCOUNTING ANALYST - POSITION CONTROL

Definition:

To perform a variety of complex technical accounting and specialized functions in support of County Office's position control and other fiscal services provided by the Internal Fiscal Services Department. Includes position classification, document tracking and processing, database management, position related budget management, records management and other general and specialized accounting functions.

Distinguishing Characteristics:

The Accounting Analyst - Position Control is a classification that is characterized by the performance of technical accounting and administrative tasks that supports the maintenance of a position control system, training on position control and Human Resources Authorizations (HRAs) and various fiscal responsibilities within the Internal Fiscal Services Department. Incumbents in this class work with independence and are expected to make decisions of significant impact and consequences within predetermined guidelines as outlined by the Director, Internal Fiscal Services.

Supervision Exercised and Received:

Employees in this class receive minimal supervision within a broad framework of policies and procedures. This position reports directly to the Director, Internal Fiscal Services.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Performs a wide variety of specialized position control functions related to employment processing, status changes and separation; provides information and assistance in person or on the telephone to County Office staff regarding a variety of position control policies and procedures.
- Participates in the budget process; ensures that all positions budgeted are also appropriately entered in the position control system; ensures changes made to positions during the budget process are updated in the financial software system; generates reports to verify employees and positions are assigned to the appropriate department.
- Collaborates with and provides assistance to County Office management and fiscal support staff on position control matters; generates specialized reports; compiles data on staff projections for each department/sites; prepares status notices related to site and department budget information; notifies payroll of employee status changes.
- May serve as a resource, prepare materials and assist in meetings as related to layoffs, staffing, transfers, effects of layoffs, reclassification process and other related tasks.
- Prepares, updates, maintains and processes a variety of forms, reports, bulletins, records, schedules, lists and files according to established policies, procedures, regulations and laws; verifies and posts information as necessary to ensure completeness and accuracy; composes and prepares letters, memoranda, lists and other materials according to established procedures.
- Assists in conducting staffing allocation studies and surveys; enters and maintains work calendars and preparation and review of all County Office employee salary schedules.

- Develops, calculates and maintains position control tables; responsible for processing information from the position control system into the financial system and ensuring both are appropriately updated for any changes.
- Assists in the planning, development, and maintenance of fiscal control procedures, financial and statistical reports and other complex technical accounting and support functions.
- Assists in the planning and implementation of a variety of business-related programs.
- Human Resources Authorization (HRA) Coordinator and Trainer.
- Prepares Annual Step and Longevity movement for all employees.
- Creates and disburses monthly Position Funding Reports to departments.
- Processes and tracks receipts, checks and cash from departments and all other incoming checks and cash.
- Processes payments for various workshops and trainings into the online registration payment system.
- Balances checking accounts for departments, as needed, including HR checking accounts.
- Audits Accounts Payable batches.
- Audits and creates database for monthly utility invoices.
- Provides other auditing services, as needed.
- Commuter Benefits Coordinator.
- Contact for staff and employees regarding Position Control and various Business/HR topics, including Superintendent's Policy and Procedures as related to position control, Employee Handbook, Merit Rules, and all Bargaining Unit Agreements.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Principles and practices of position control management.
- County Office procedures, rules and regulations governing position control.
- Basic research techniques.
- Federal, state and local laws, regulations and guidelines governing the budget process.
- County Office organization, operations, policies and objectives.
- Standard office practices and procedures.
- Principles and practices of public administration, including maintenance of public records.
- Principles and practices of sound business communication; correct English usage, grammar, spelling, punctuation and vocabulary.
- Uses of word processing, spreadsheet and other business management and financial system software.
- Principles and practices of customer service and telephone etiquette.
- Classified and certificated bargaining agreements.
- County Office budget management and associated timelines.
- Principles and practices of cash handling and reconciling accounts.
- Safe work practices.

Ability to:

- Perform a variety of technical and accounting duties concerning position control tracking and management including the preparation/posting of related budget and accounting documents.
- Use financial-based software.
- Prepare clear, concise and accurate correspondence, reports and other written materials.
- Organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Operate a computer and other standard office equipment.
- Make mathematical and statistical calculations quickly and accurately.
- Maintain complex and confidential records and files.
- Work with discretion.

- Communicate effectively both orally and in writing.
- Establish and maintain collaborative and effective relationships with County Office administrators, management, staff, employee representatives, the public and others contacted in the course of work.
- Respond promptly to requests of internal and external clients; provide needed direction, assistance, materials and resources;
- Be flexible and receptive to change.

Computer Skills:

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus and rulers, insert graphics, use borders and print labels and envelopes
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records
- Basic spreadsheet skills, including the ability to open, modify, save and print a new or existing spreadsheet and enter text and numbers
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use Netscape or Explorer to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages and observe copyright regulations

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Formal or informal education or training that ensures the ability to read, write and perform mathematical calculations at a level necessary for successful job performance; accounting coursework and other related coursework or education which would provide an opportunity to acquire the above knowledge and abilities.

Experience:

- At least three years of progressively responsible business, accounting or human resources experience in a school, county office or governmental agency.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The work involves operating a computer, calculator, copier and other equipment.
- Involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words and numbers.
- Lifting forty (40) pounds on an occasional basis and in excess of forty (40) pounds with assistance.

Work environment:

- Positions in this classification work indoors and sit for long periods of time. The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by County Office, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance and possible participation in the DMV Pull Notice Program once employed.

Other:

- Adopted: May 21, 2018
- Revised:
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission