

# Sonoma County Office of Education – Job Description

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**Classified**

## ACCOUNTING ANALYST

### **Definition:**

Performs a variety of specialized and complex record keeping duties associated with processing and analyzing accounting transactions; serves as lead over a function, such as, accounts payable or receivables, reconciling cash, compilation of fiscal data, and preparation of financial reports.

### **Distinguishing Characteristics:**

The Accounting Analyst is a fully qualified paraprofessional position requiring general ledger bookkeeping knowledge and skills.

### **Supervision Exercised and Received:**

The position serves under general supervision and may exercise partial leadership over clerical staff engaged in processing accounting transactions. Works independently, subject to management review and audit, as appropriate.

### **Example of Duties and Responsibilities:**

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

- Establish and maintain cooperative and collaborative working relationships with those contacted during performance of job duties, i.e. State agencies, districts, district and County Office employees, and County of Sonoma.
- Interacts with the County of Sonoma Treasury to reconcile, correct, audit, and process financial transactions.
- Verifies and prepares deposits; coordinates with the County of Sonoma Treasury on timing and processing of deposits.
- Processes ACH returns and reversals.
- Processes wage garnishments for all Local Educational Agencies (LEAs) and JPAs; communicates with employees and levying agents on status; verifies employment, tracks garnishments and disperses payments.
- Coordinates wire transfers between LEAs and JPAs and County of Sonoma Treasury.
- Verifies accuracy and appropriateness of amounts; posts transactions onto a computerized data entry program supporting the financial accounting system. Traces transactions to source documents and/or other departments to determine discrepancies and makes recommendations for correcting entries.
- Reconciles the Fund 90 clearing accounts.
- Reconciles, balances ledgers, and compiles reports on a recurring basis, such as, cash receipts, accounts payable, and accounts receivable reports for year-end closing or other time periods, as needed; traces transactions through previous accounting actions to identify and correct discrepancies.
- Posts and balances subsidiary ledgers such as cash, A/P or A/R and transfers data to general ledger. May verify or audit the accuracy of transactions recorded by other departments, districts or JPAs.
- Codes, verifies charges and rates, and related billing information and records transactions into the appropriate financial system. Prepares invoices, revenue or expenditure summaries, and submittals for payment by a variety of internal and external agencies.
- Adds SACS codes and links codes as needed.
- Researches and downloads necessary revenue documentation from California Department of Education (CDE) to allocate apportionments to school districts, County Office, and other agencies or JPAs.

- Researches school district revenue and processes/posts revenue, such as, lottery, interest, grant funds, federal and state funds, in-lieu taxes and property taxes.
- Initiates and posts correcting journal entries for districts as authorized.
- Reviews LEAs quarterly EDD reporting and payments for accuracy and contacts the responsible district or agency when there are discrepancies.
- Supports the budget development processes by developing worksheets, querying administrators about needs and consolidating proposals. Assists administrators with preparation and interpretation of budget items.
- Prepares line item transfers. May review expense requisitions for budgeted funding; analyzes and resolves discrepancies with department fiscal staff.
- Enters pre-encumbered funds onto an automated financial accounting system. Inputs data, performing calculations and account item transfers.
- May review requisitions and reimbursement requests for compliance with applicable standards, rules and regulations, and approved budgets; and analyze and resolves variances with department fiscal staff.
- Classifies, codes and consolidates charges, rates and related financial information using an automated financial accounting system.
- Assists with the preparation of financial reports, including the monthly and annual closing of books. Uses data management systems to produce custom, recurring reports, requiring a working knowledge of the relationships of financial data.
- Audits all LEAs and JPA 1099 reporting prior to 1099 submission and contacts the responsible person when errors are found and require correction.
- Reviews and approves all districts manual payroll; works with districts when manual payroll discrepancies are found; prepares and posts the journals for manual payroll.
- Performs other duties as required to accomplish the objectives of the position including special payroll, retirement and business projects as assigned.

## **Employment Standards:**

### ***Knowledge of:***

- Advanced technical knowledge of the practices, terminology and principles of bookkeeping; accounting practices, clerical and office procedures and methods, business mathematics and record keeping.
- Requires understanding and ability to apply knowledge of accounting and auditing standards during reconciliation and journal entry origination and processing.
- Expertise in budget preparation, administration and control.
- Thorough command of spreadsheet programs and in-depth procedural knowledge of the fiscal system, in particular relational databases.
- In-depth knowledge of pertinent laws and regulations applying to financial operations and transactions.
- Sufficient keyboarding skill to perform data entry into the financial accounting system and use a 10-key pad.
- Math skills sufficient to compute sums, quotients, fractions, percents, and ratios.
- Sufficient human relations skill to communicate technical concepts to others and convey a positive, service-oriented image of the department.
- Safe work practices.
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### ***Ability to:***

- Perform all of the relevant duties of the position with only general supervision and prioritize work to meet multiple deadlines.
- Prepare detailed analyses of accounting transactions and compose reports that adequately communicate status.
- Operate a personal computer terminal, printers, and specialized accounting database and spreadsheet software.
- Analyze technical problems and to develop and apply appropriate solutions.

- Read, understand and apply information from contracts, and state and local laws and regulations.
- Write correspondence in a professional manner.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet deadlines and maintain schedules.
- Work effectively as part of a team devoted to customer service.

***Computer Skills:***

- Internet usage, including the ability to access and navigate the County Office of Education’s home page, transmit and receive files and records using the internet, and use appropriate and professional conduct.
- Advanced Word Processing skills, such as the ability to format sections, multiple headers/footers; set tabs with leaders and indents; format text into columns and create and format tables and forms; insert watermarks, AutoShapes, and word art; create templates, and use merge functions.
- Advanced Database skills, such as the ability to sort and retrieve records; create layouts and reports; create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records; and work with relational databases to create reports and lists.
- Highly advanced spreadsheet skills, including the ability to create formulas perform mathematical calculations, understand functions, create workbooks, use multiple worksheets; and format and print worksheets; sort lists; and create graphs and charts.

**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:***

- Requires the equivalent to an Associates Degree in accounting or business administration.

***Experience:***

- Requires 3 years of progressively responsible record keeping experience, or a combination of experience and education, including general ledger and budget administration.

***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 position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of lightweight materials (under 20 pounds).
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- Must have normal (20/20) vision, corrected or uncorrected.

***Work environment:***

- Work is performed in an office environment with minimal exposure to health and safety considerations.

***Other Requirements:***

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by the County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).

- 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