

ACCOUNTING ANALYST

DEFINITION

Analyzes accounting data, procedures, controls, services, and responsibilities as assigned and prepares reports, recommendations, and financial statements.

TYPICAL DUTIES

Reviews and analyzes accounting transactions and makes professional recommendations; and prepares reports, including key financial ratios; in accordance with District policy and Generally Accepted Accounting Principles (GAAP).

Makes studies regarding accounting procedures in or affecting the work of various sections and prepares reports of findings.

Cooperates with administrators to develop, establish, and follow up on accounting forms, procedures, and controls affecting accounting requirements.

In cooperation with section heads and others, reviews and analyzes proposed legislation and requests from other divisions for new and extended services.

Makes special studies and prepares reports on matters related to the responsibilities of the Division.

May develop and maintain accounting procedures and records and provide technical advice and services to operating departments in relation to programs that require special accounting systems and reports.

Documents accounting procedures and transactions and explains them to auditors, as required.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Accounting Analyst performs a wide variety of professional accounting duties involving the application of analytical skill and advanced knowledge of accounting principles to provide technical accounting recommendations.

A Senior Accounting Analyst supervises and participates in complex analytical work in the development of accounting systems and procedures.

A Financial Analyst performs a variety of professional-level staff activities that are primarily oriented toward the analysis of financial data and budgets, the preparation of year-end fund availability reports, and long-range cash flow projections.

SUPERVISION

General supervision is received from administrative or supervisory employees in accounting or related classes. Supervision may be exercised over a small group of employees.

CLASS QUALIFICATIONS

Knowledge of:

- Theory and practice of accounting, with emphasis on governmental accounting and budgeting
- Generally Accepted Accounting Principles (GAAP)
- Methods and techniques of cost analysis
- Auditing practices and procedures
- Principles of work distribution and simplification
- Basic applications of computer information systems

Ability to:

- Analyze and interpret accounting data and procedures
- Analyze the law and standards to determine accounting requirements
- Develop document control procedures
- Devise accounting forms
- Identify appropriate content and prepare clear, concise reports
- Calculate key ratios to assess and communicate financial conditions
- Express difficult concepts clearly in oral and written communications
- Exercise initiative and work independently on assigned projects
- Work cooperatively with other employees

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, including or supplemented by the completion of at least 18 semester units or equivalent units in accounting, including a course in intermediate or advanced accounting; and a course in auditing if experience does not include external or internal auditing. Additional qualifying experience may substitute for up to two years of the required education on a year-for-year basis, provided that the required 18 semester units or equivalent units in accounting is met and proof of graduation from high school or evidence of equivalent educational proficiency is provided.

Experience:

Two years of professional-level accounting experience. One year of experience in internal or external auditing or the development or modification of accounting systems and procedures is preferable.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

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