

CLASS TITLE: ACCOUNTANT/BUDGET ANALYST**BASIC FUNCTION:**

Under the direction of the assigned supervisor, provides expert level budget and general accounting assistance to district administrators and school sites. Uses a variety of computer systems and integrates data from various software systems at a high level of proficiency. Ensures accurate collection, analysis and processing of data. Completes schedules, studies, and reports according to established laws, codes, regulations and standards. Develops timelines, coordinates activities, supervises, and acts as lead to other employees. Performs difficult, complex analytical work with minimum supervision.

ESSENTIAL FUNCTIONS:

Prepare, audit, analyze and verify financial reports and records.

Reconcile general ledger accounts.

Prepare month-end and year-end closing entries.

Develop revenue and expenditure forecasts.

Oversee the processing of expenditure documents, including reimbursement requests, invoices and credit card statements, to ensure availability of funding, mathematical correctness, and compliance with District policy and state/federal funding requirements.

Prepare and oversee miscellaneous cash deposits.

Prepare monthly budget-to-actual analysis and resolve variances with appropriate administrators.

Analyze and prepare data for input into state reports.

Prepare and/or review cash flows and other data necessary in the preparation of financial reports.

Provide staff development and training in the use of the District's computerized financial systems and processes.

Prepare schedules and collects data for external auditors.

Oversee fixed assets inventory process.

Answer questions or concerns from administrators, clerical staff, and public requiring interpretation of complex laws, rules and regulations governing the District's accounting procedures and budget.

Supervise assigned business services staff.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Education Codes and Regulations
Governmental Accounting
California School Accounting Manual
Systems analysis
Financial accounting and budget preparation procedures
Effective record keeping practices and procedures

ABILITY TO:

Develop timelines and organize, oversee, coordinate, and supervise departmental activities.
Design and implement procedures.
Ensure compliance with accounting standards and state/federal reporting requirements.
Study, interpret and apply Education Codes, Governmental Codes, and District Policies and Procedures.
Work harmoniously with staff members, government agencies and the public and deal with a wide variety personalities and situations requiring diplomacy, friendliness, poise and firmness.
Perform research and compile information from a wide variety of sources.
Work under the pressure of time constraints and cope with difficult situations in a sensitive and positive manner.
Design computer spreadsheets.
Perform mathematical calculations with speed and accuracy.
Understand financial records, reports and technical and legal materials, and make appropriate recommendations for action.
Monitor, audit, reconcile, balance, research and analyze a variety of complex financial data and transactions.
Communicate effectively in written and oral form.
Collaborate and problem solve with site and district administrators in addition to department team members.
Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE REQUIRED:

Four year baccalaureate degree with a major in accounting or business administration with emphasis in accounting. Minimum of two years of successful work experience in the area of accounting. Six or more years of comparable experience or education may be substituted.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to constant interruptions and ongoing mandated deadlines.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to retrieve and file materials.
- Reaching overhead, above the shoulders and horizontally.
- Ability to lift up to 25 pounds.

TERMS OF

EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the Sunnyvale Classified and Certificated Association for Management Personnel (SCCAMP).