

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Financial Systems Analyst/Accountant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Finance Division	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	058 OTBS
REVISED:	September 3, 2002		

BASIC FUNCTION:

Perform functions related to the accounting of funds for the district General Fund, special projects, or district controlling accounts; assist with planning, installing, and maintaining the Finance Division information management system; direct the work of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Coordinate development of the general ledger/finance reporting program. **E**

Prepare financial studies and evaluations of specially funded educational programs. **E**

Advise staff regarding preparation of complex cash flow schedules and others documents for use in the sale of tax and revenue anticipation notes (TRANS). **E**

Calculate the district revenue limit entitlement. **E**

Coordinate the maintenance of controlling ledgers and detailed financial documentation. **E**

Develop and implement subsidiary systems to account for and analyze all sources of income and related financial and statistical data in accordance with Board of Education and contract requirements. **E**

Prepare or direct the preparation of detailed reconciliations between district controlling and subsidiary records and between district and county/state records. **E**

Analyze, develop, install, and maintain software applications in order to increase automation of tasks. **E**

Provide technical support for financial information management system to ensure the operability of division local area network (LAN) and integration with district wide area network (WAN). **E**

Monitor and troubleshoot problems on the information system and train staff in use of applications. **E**

Assist in evaluating and recommending acquisition of software and hardware or in recommending changes to increase the operating efficiency of software and hardware. **E**

Oversee the monitoring of cash balances and requesting of transfers when necessary to meet cash requirements. **E**

Oversee the monitoring of amounts received to ensure collection of all amounts due and maximize income available. **E**

Advise and assist directors in financial administration of projects or accounts. **E**

Prepare district income projections used in budget development and other activities. **E**

Evaluate existing and proposed legislation which may affect project funding. **E**

Prepare and submit fiscal reports, schedules, statements, forecasts, and claims. **E**

Prepare revenue estimates and analyses of district revenue receipts. **E**

Serve as division information management system resource and liaison with district staff and outside agencies and may assist with project planning. **E**

Train and direct the work of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in finance, accounting, or closely related field and four years of full-time, progressively responsible accounting experience using computer-based accounting applications and systems; a minor in information systems is desirable but not required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced accounting principles and procedures.
Software applications and information network systems.
Reading and writing English communication skills.

ABILITY TO:

Apply advanced accounting principles and procedures.
Perform financial analysis and develop written reports, forecasts, and statements.
Determine computer requirements to meet operational needs of the division.
Operate standard office equipment including microcomputers and related software applications.
Train and direct the work of assigned staff.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.31.04—PeopleSoft

Issued 7/97

Job Code 6855

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