SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Legislative Financial Accountant	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	Finance	**CLASSIFICATION:**	Classified
FLSA:	Non-Exempt	**SALARY GRADE:**	054 OTBS
REVISED:	January 12, 2002		

BASIC FUNCTION:
Participate in review and analysis of legislation for school related state mandated programs, and prepares claims for reimbursement of district incurred costs for state mandated programs.

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

Conduct financial studies and evaluations of existing and proposed legislation related to mandated costs incurred from enactment of new state laws and modifications to existing mandates. **E**

Develop and write the financial position of the school district on effects to district income and of effects to other school districts. **E**

Participate in the preparation of mandated cost test claims and prepares continuing claims, and incorrect reduction claims. **E**

Research and document current district procedures related to mandated cost claims and recommends changes as necessary. **E**

Conduct audits to insure expenditures comply with reimbursement claim requirements. **E**

Identify and resolve discrepancies; maintain claim files and statistical records. **E**

Prepare and submit financial reports, schedules, and fact sheets as required. **E**

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

Prepare summaries of mandated cost reimbursements. **E**

Appear before the Commission on State Mandates to present testimony for claims and testify before the State Legislative Committee as assigned. **E**

Attend meetings, act as liaison with auditors from the State Controller's office and responds to audit requests. **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, business or public administration, or other directly related field and three years of full-time professional accounting or cost accounting experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Computer software applications used in financial accounting including Excel, Word and Access.
Principles and procedures of advanced accounting systems.
Computer models used in advanced accounting.

ABILITY TO:
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with all levels of district staff, other organizations and public agencies.
Learn complex legislative analysis and legislative mandate procedures.
Prepare complex financial reports and other statistical documents.
Perform statistical analysis and audits.
Perceive organizational implications of conclusions and exercise sound judgment in preparing justification and making recommendations.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:
ENVIRONMENT: Office setting and driving to perform work.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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