

## SENIOR ACCOUNTING ANALYST

### DEFINITION

Supervises and participates in the analysis, development, modification, and maintenance of accounting procedures in order to meet complex legal and procedural requirements.

### TYPICAL DUTIES

Supervises a small group of professional accounting staff and/or clerical accounting personnel in the analysis and development of accounting procedures, the maintenance of accounting records, and the preparation of reports.

Plans and defines work projects, reviews problems, makes decisions or recommendations, and reviews reports.

Consults with administrators and staff personnel of other branches and divisions in determining accounting services required, resolving problems, and planning methods of compiling and reporting financial data.

Analyzes new legislation, changes in procedures and accounting requirements, new programs, and other matters, and recommends or initiates accounting procedures to maintain consistency with the requirements of the State Accounting Manual.

Prepares and supervises preparation of claims, budget expenditures, adjustments, tables of accounts, and various routine and special reports.

Assists in the development of procedural requirements in order to facilitate accounting operations and participates in discussions with representatives of governmental agencies.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

A Principal Accountant performs a combination of professional accounting and administrative duties as the assistant to the head of a major section or as the responsible supervisor of a section with less technical accounting functions.

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

### SUPERVISION

General direction is received from a Head Accountant or other higher level manager. General supervision is exercised over a group of accounting personnel or a small accounting clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Theory and practices of accounting
- Methods and techniques of financial and cost analysis
- Auditing practices and procedures
- Principles of work distribution and simplification
- Provisions of the Education Code and other laws and regulations affecting public school accounting
- Basic applications of computers and accounting and budgeting software systems
- Advanced Excel including lookup functions and pivot tables
- Principles of supervision

### Ability to:

- Plan, schedule, and coordinate work projects assigned to subordinates
- Analyze and interpret laws and pronouncements to determine accounting requirements
- Analyze and interpret accounting data and procedures
- Prepare clear, concise reports, instructions, and recommendations
- Express difficult concepts clearly in oral and written communication
- Supervise others effectively
- Work cooperatively with others
- Develop forms and procedures
- Exercise initiative and work independently on assigned projects

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, including completion of at least 18 semester units or equivalent units in accounting, with courses in advanced accounting, auditing and management, or cost accounting. Additional qualifying experience may substitute 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. CPA certificate is preferable.

### Experience:

Three years of professional-level experience in general accounting, financial reporting and analysis, projections, or financial audit. Experience in the development or conversion of accounting systems and procedures is preferable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

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