

ACCOUNTING ANALYST

DEFINITION

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

TYPICAL DUTIES

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.

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
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 accounting data and procedures
- Analyze the law to determine accounting requirements
- Develop document control procedures
- Devise accounting forms
- Prepare clear, concise reports
- 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 courses that provide 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 field auditing. Additional qualifying experience may substitute two years of the required education on a year-for-year basis, provided that the requirement of 18 semester units or equivalent units in accounting is met.

Experience:

Two years of professional-level accounting experience. One year of experience in internal or field 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. 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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