



SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Accounting/Procurement Systems Analyst

DEFINITION:

Under general supervision, plans, coordinates and participates in training programs for SDCOE staff in areas of accounting, accounts receivable, procurement processes and systems applications. Assists ITS staff in defining systems requirements and developing utilization applications. Maintains general, income and expenditure ledgers for restricted programs. Prepares a variety of complex and comprehensive fiscal and budget reports.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Plan, coordinate and participate in the administration of training programs for SDCOE staff in the areas of accounting, accounts receivable and procurement processes and systems applications.

Research, develop, implement and maintain processes and procedures designed to improve accounting, accounts receivable and procurement support for SDCOE programs and departments.

Assist staff in defining, designing, validating, implementing and maintaining accounting, accounts receivable systems, procurement and fixed assets applications.

Prepare a variety of complex and comprehensive fiscal and budget reports, and develop financial models to evaluate financial alternatives and compiles, tabulates and summarizes bid results.

Tracking various documents such as contracts, inventory, insurance and accounts receivable through the life cycle process.

Assist with developing, analyzing and monitoring fiscal transactions for SDCOE programs, including reviewing expenditures, accounting transactions, fund balances and expenditure control for accuracy, completeness and compliance with state and federal laws and regulations.

Manipulate large amounts of data to compare and analyze changes.

Identify, research and resolve accounting and accounts receivable procurement and fixed assets systems problems.

Work with end-user to resolve questions within established frameworks and work with unit leadership to identify and implement process changes as needed.

Interpret and explain administrative and fiscal policies and procedures to SDCOE staff and administrators.

Maintain general, income and expenditure spreadsheets for restricted programs, and prepare financial reports, analyses and summaries.

Perform tasks associated with SDCOE inventory tracking needs and annual inventory reporting.

Conduct and participate in a variety of analytical studies related to fiscal matters; compile and analyze data and prepare reports.

Plan, develop, write, revise, and maintain program outlines, bulletins, memoranda, handbooks and manuals related to accounting, accounts receivable, procurement, and fixed assets systems.

Communicate with staff, vendors and contractors regarding purchasing issues, licensing issues, repairs, warranties and returns.

NON-ESSENTIAL FUNCTIONS:

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting, accounts receivable, procurement, and fixed assets principles and procedures

California State Accounting Manual, and California Education Code sections related to accounts receivable, audit, school business and financial reporting functions

Accounting clerical methods, forms and techniques

Office practices and procedures related to processing and recording transactions of accounting information

Computer hardware and software programs, including automated accounting systems

Advanced Excel skills to handle complex data and analyses

ABILITY TO:

Apply accounting and accounts receivable best practices, and coach others in proper processes and protocols

Interpret and analyze transactions related to accounting codes and classifications

Analyze training needs, and develop and present effective presentations to individuals and small groups

Evaluate large amounts of data to draw coherent conclusions and recommendations

Accurately organize fiscal and statistical data records and reports

Make arithmetical computations and develop accurate data models

Operate standard office equipment, including computers, software programs and automated accounting systems

Manage multiple spreadsheets and documents

Identify and reconcile differences within data sets and records

Communicate effectively, both orally and in writing

Establish and maintain effective working relationships with others

EDUCATION AND EXPERIENCE:

A combination of education, training and experience that clearly demonstrates possession of the knowledge, and abilities stated above. A typical qualifying background would include: two years experience involving computerized accounting systems performing comparable duties and responsibilities -OR- Completion of college-level course work in accounting, business administration, finance or a closely related field and experience involving familiarity with the business/financial/budgetary operation of an agency. School district and PeopleSoft experience preferred.

DISTINGUISHING CHARACTERISTICS:

An Accounting/Procurement Systems Analyst performs a variety of tasks related to the training of staff in accounting, accounts receivable and procurement processes and systems applications, maintains several spreadsheets for restricted programs and develops complex models to evaluate financial alternatives. This classification is distinguished from other Systems Analyst classes in Internal Business Services in that specialized knowledge of accounting, accounts receivable and procurement is required.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

WORKING CONDITIONS:

Duties are typically performed in an office setting.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
06/2015	June 10, 2015		Non-Exempt		58