

**SAN DIEGO COUNTY OFFICE OF EDUCATION**

**Personnel Commission**

**CLASS TITLE: Commercial Warrants & Accounts Payable Systems Analyst, R58**

**DEFINITION:**

Under general supervision, plans, coordinates and participates in training programs for SDCOE staff in areas of commercial warrants and accounts payable processes and systems applications. Assists ITS staff in defining systems requirements and developing utilization applications. Provides support to SDCOE and school districts for assigned areas. Prepares a variety of complex and comprehensive fiscal and budget reports.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL FUNCTIONS:**

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

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

Assist Integrated Technology Services (ITS) staff in defining, designing, validating, implementing and maintaining accounting and accounts receivable systems applications.

Assist ITS staff in establishing system controls to ensure completeness and accuracy of data and reports.

Produce and distribute attendance reports.

Review revenue distribution, audit and statistical databases for accuracy and completeness.

Provide technical guidance to school districts in resolving audit findings to ensure compliance with applicable laws.

Troubleshoot and resolve end-user questions for assigned areas, and work with unit leadership and/or ITS to identify and implement process and/or systems changes as needed.

Prepare a variety of detailed technical reports, and conduct special studies and projects as requested.

Manipulate large amounts of data to compare and analyze changes.

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

Plan, develop, write, revise, and maintain program outlines, bulletins, memoranda, handbooks and manuals.

**NON-ESSENTIAL FUNCTIONS:**

Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Commercial warrants and accounts payable principles and procedures

California State Accounting Manual, and California Education Code sections related to commercial warrants, accounts payable, 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 and Access skills to handle complex data and analyses

### **ABILITY TO:**

Apply commercial warrants and accounts payable 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

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

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 of 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:**

A Commercial Warrants & Accounts Payable Systems Analyst performs a variety of tasks related to the training of staff in commercial warrants and accounts payable processes and systems applications, maintains attendance accounting and audit files. This classification is distinguished from other Systems Analyst classes in Business Services in that specialized knowledge of commercial warrants and accounts payable is required. This classification is

distinguished from Integrated Technology Services in that specialized knowledge of computer programming is not 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: 7/14

Revised:

Approved by the Personnel Commission: July 16, 2014