

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Analyst II, Accounting /Payroll	<b>REPORTS TO:</b>	Director, Fiscal Services
<b>DEPARTMENT:</b>	Fiscal Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-21/Management Salary Schedule

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**(Former Classification: Accounting Manager)**

**BASIC FUNCTION:**

Accountable for improving student achievement through the effective management of an assigned area; plan, organize, supervise and participate in financial and statistical record-keeping activities for an assigned accounting/payroll functional area to ensure the financial viability of the District and provide timely delivery of high quality services to meet the needs of the sites and departments; train, supervise and evaluate assigned staff.

**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.)**

Plan, coordinate, and supervise the general accounting/payroll functions of assigned District accounts; create, review and maintain records for the District fiscal services to ensure accuracy of data. *E*

Collaborate with leaders and other staff on issues and problems related to assigned area; evaluate and enhance programs to align to District standards. *E*

Supervise in the preparation of District payroll reporting for annual and quarterly statements; ensure compliance with federal and state rules, regulations, policies, and procedures; coordinate timely communication with various District and County departments and personnel to respond to concerns, answer questions, obtain information, and resolve issues. *E*

Review the preparation of regular financial statements ensuring financial controls and practices in accordance with Generally Accepted Accounting Principles and employment law; prepare complex financial and statistical reports as well as oral and written reports. *E*

Perform research and data gathering; initiate, complete, analyze, evaluate and validate a variety of State, local and federal reports and financial statements to ensure accuracy and completeness; make corrections and adjustments as necessary; identify trends and concerns and make recommendations for improvements. *E*

Supervise the District general accounting/payroll functions; analyze legality of expenditures and procedures to ensure appropriate allocation of resources to meet the needs of sites and departments. *E*

Participate in the development of goals and objectives for assigned area(s) in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with established guidelines. *E*

Reconcile year-end closing account activities; record liabilities and revenue transactions; verify and prepare data entry for journal vouchers according to established procedures. *E*

Attend a variety of meetings and workshops to remain current on rules, regulations and procedures related to accounting and payroll in support of professional learning. *E*

Develop recommended Board Policies, Administrative Regulations and Systems and Procedures for fiscal management; analyze, recommend and implement legislative agency or collective bargaining directives. *E*

Perform financial and operations audits as assigned to ensure the integrity and credibility of the District. *E*

Analyze and evaluate automated payroll/financial systems designs, computer-generated financial reports and other automated programs integrated with the primary payroll/financial system; train staff in the use of the system to provide timely delivery of services. *E*

Supervise employees, evaluate performance and provide for training and development of employees in support of professional learning; monitor and adjust work flow and assignments to meet established timelines. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, finance, accounting or related field and three years increasingly responsible experience in accounting, payroll and/or financial and statistical record keeping.

**KNOWLEDGE AND ABILITIES:**

Valid California Driver's License.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Payroll, accounting and auditing principles, practices and procedures.
- Accurate financial and statistical record-keeping techniques.
- Preparation of comprehensive accounting reports.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer to enter data, maintain records and generate reports.
- Oral and written communication skills.
- Labor Relations law and employee contracts.
- Technical aspects of field of specialty.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize, monitor and participate in accounting/ payroll activities.
- Train, supervise and evaluate assigned personnel.
- Maintain and audit fiscal records and accounts in a school district.
- Perform difficult and complex accounting/payroll work in the preparation, maintenance and review of District financial records, accounts, payroll and reports.
- Ensure compliance with applicable District policies, procedures and governmental regulations.
- Apply applicable sections of State Education Code and other applicable laws.
- Read, comprehend, interpret, apply and explain rules, regulations, policies, procedures and governmental regulations.
- Establish and maintain cooperative and productive working relationships with a diverse range of people.
- Plan, organize and prioritize work to meet schedules and time lines.
- Communicate, understand and follow both oral and written directions.
- Maintain current knowledge of trends in the assigned field.
- Demonstrate loyalty and high ethical standards.
- Analyze situations accurately and adopt an effective course of action.
- Learn new or updated computer systems and/or software programs to apply to current work.

Design an effective system of reporting progress and monitoring results.  
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.  
Prepare comprehensive narrative and statistical reports.  
Negotiate skillfully in difficult situations and create solutions to promote compromise.  
Supervise and evaluate the performance of assigned staff.  
Plan and organize work to meet schedules and times.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; occasional contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; seeing to read and ensure accuracy of financial records and documents; hearing and speaking to exchange information; sitting or standing for extended periods of time; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*