SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Accounting Analyst	**CLASSIFICATION:**	Classified Confidential
SERIES:	None	**FLSA:**	Exempt
JOB CLASS CODE:	9873	**WORK YEAR:**	12 Months
DEPARTMENT:	Accounting Services	**SALARY:**	Range 63 Salary Schedule F
REPORTS TO:	Director of Accounting Services		

timeliness; assist with calculations; inspect for proper encumbrances, disencumbrances, allocation of categorical funds, and assist in processing payment of invoices and other accounts payable duties. **E**

Assist in reconciling District general ledger accounts including cash, investments, accounts receivable, and accounts payable; work with auditors on audit of year-end balances on the ledger. **E**

Research and compile advanced-level statistical and other data, and work on special projects related to specific funding resources. **E**

Manage and set up system chart of accounts. **E**

Ensure compliance with state unclaimed property laws, including reporting and payment. **E**

Assist in reconciling District-wide payroll liabilities accounts

Perform technical calculations and analyses to create District-wide Average Daily Attendance reports; audit ADA and attendance reports from individual school data. **E**

Reconcile District accounting records with various internal and external reports; audit reports for errors and assure correct reporting. Reconcile District enrollment data and with CALPADS and other required internal and external data submissions for accuracy. **E**

Serve as a liaison with Technology Services to coordinate accounts payable warrant processing and resolve issues; coordinate and resolve issues related to attendance accounting. **E**

Maintain current knowledge of legislative applications of ADA, enrollment, class size and Local Control Funding Formula unduplicated pupil count reporting regulations; implement reports and reporting procedures for new programs and legislation; develop internal reports to analyze effects of legislative and program changes. **E**

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