



## Job Description

22<sup>nd</sup> District Agricultural Association

<b>Classification Title/Code:</b> Accounting Analyst (4582)	<b>Department:</b> Finance	
<b>Working Title:</b> Accounting Analyst	<b>Tenure/Time Base:</b> Permanent / Full Time	
<b>Reports to:</b> Accounting Manager (Accounting Administrator I, Supervisor)	<b>Supervision Exercised:</b> (0) None	
<b>Name:</b>	<b>CBID:</b> R01	<b>FLSA Status:</b> Non-Exempt
	<b>Effective Date:</b>	

*The statements contained in this job description reflect the general details as necessary to describe the principal functions of this job. This job description should not be considered an all-inclusive listing of the work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or otherwise to balance the workload.*

### Position Description

Under the general direction of the Accounting Manager, the Accounting Analyst will be responsible to perform duties such as analyzing a variety of accounting data to assist in the application of financial data and information to management, completing the functions of Accounts Payable, Accounts Receivable, General Ledger Transactions, Auditing data to ensure accuracy, and completing accurate and timely reporting of financial data. In addition, the Accounting Analyst will provide estimates of expenditures, reimbursements and revenues; advising management of forecasted expenditures relative to budgeted expenditures; identifying significant trends and making comparisons to previous accounting periods; analyzing and maintaining accounting controls required by the District and other oversight agencies; diagnosing accounting and related system problems, and resolving issues as they relate to the accomplishment of accounting objectives; gathering year-end accrual information and analyzing year-end accruals for conformance with a legal basis and Generally Accepted Accounting Principles (GAAP); and other related work. Day to day duties of this position necessitate well-developed organizational skills and attention to detail.

### Essential Job Functions

*Employee must be able to perform the following functions with or without reasonable accommodations. Consideration of reasonable accommodation for qualified individuals with disabilities may be made, providing that doing so does not impose an undue hardship.*

#### **45% Accounts Payable, Accounts Receivable and/or General Ledger Maintenance**

- Enter data for accounts payable using an accounting software system ensuring accuracy and timeliness of payments and following the guidelines set forth by Generally Accepted Accounting Principles (GAAP) and the State Administrative Manual (SAM)
- Prepare and/or review accounts payable invoices using an accounting software system for contracts, purchase orders to ensure timeliness, accuracy, and compliance with GAAP and SAM
- Process checks, payments, and accompanying documents in the accounting software system in accordance with established procedures to meet daily deadlines and established effectiveness measures
- Review and interpret payment provisions of administrative contracts, amendments, revisions, purchase orders, and service orders for proper payment processing using Excel, accounting software and ensure compliance with organization policies
- Review and analyze vendor accounts in the accounting software system for payments and balances
- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day-to-day financial transactions, including verifying, classifying, computing, posting, and recording accounting data
- Prepare bills, invoices, and bank deposits and/or audits them for mathematical discrepancies
- Reconcile the receivable ledger to ensure that all payments are accounted for and properly posted
- Verify discrepancies by clients and resolve any billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting clients, make follow-up calls, track delinquent payments and escalate to Management when necessary (usually after being 60 days past due)
- Make sure that all payments are properly posted
- Maintain and update customer files, including name or address changes, mergers, or mailing attentions.
- Process sales orders and purchase orders

- Enter data for accounts receivable using accounting software system ensuring accuracy and timeliness of payments and following the guidelines set forth by Generally Accepted Accounting Principles (GAAP) and the State Administrative Manual (SAM).
- Maintain and ensure the accuracy of the data in the Company's Accounting system
- Interact or Provide information to managers, supervisors, team members or customers
- Review and maintain the Chart of Accounts and maintain commitment controls
- Monitor department spending and ensure in-line with budgets
- Reconcile general ledger accounts and perform month end closing procedures
- Prepare journal entries in accordance with GAAP into the department's accounting software system to produce financial accounting reports
- Analyze receipts and expenditures for approvals and general ledger account postings to ensure accuracy

### **35 % General Accounting**

- Provide general accounting services to 22<sup>nd</sup> DAA functional departments
- Perform day-to-day financial transactions, including verifying, classifying, computing, posting, and recording accounting data
- Provide and interpret Generally Accepted Accounting Principles (GAAP) and State Administrative Manual (SAM) to members of the organization to ensure compliance
- Read and interpret policy manuals, legislative guidelines, departmental manuals, or other written materials in order to determine relevant facts
- Write and/or update desk procedures using word processing software in compliance with GAAP, SAM, and departmental policies
- Provide information to supervisors, coworkers, subordinate employees, and the public by email, telephone or in person
- Perform mathematical computations using basic math (e.g., addition, subtraction, multiplication, division, percentages) in order to reconcile/verify account balances
- Assist in the performance of reconciliations and adjustments of financial records and reports to determine accuracy and compliance with GAAP and SAM
- Interact with customers or clients in a service-oriented environment to answer questions, resolve issues and provide products and services as requested
- Respond to problems or complaints using a calm, courteous, and tactful approach to achieve resolution
- Utilize appropriate research strategies and techniques for specific projects to complete work assignments
- Adjust work plans in response to changing priorities, problems, or setbacks to allow for the completion of a project by a newly established date
- Use personal computer database software to enter, organize, track, and retrieve data (e.g., billing records, mailing lists, project milestones)
- Research accounting history in database systems to assist the organization and customers/vendors and stakeholders with answering specific questions and resolving accounting discrepancies
- Maintain an audit file for each contract which will include original contract, all correspondence, changes/ deviations, amendments, clarifications, payment schedules, and scanned images of signed documents
- Audit invoices for completeness and accuracy to ensure charges are legitimate and properly authorized and in accordance with GAAP and SAM

### **15% Reporting Financial Data**

- Conduct financial analysis and prepare detailed financial reports and statements
- Perform month end closing procedures and produce financial reports in timely basis
- Prepare and perform external financial and internal management reports
- Prepare special reports by collecting, analyzing, and summarizing information and trends
- Prepare month-end and year-end reconciliation using Excel and an accounting software system to document and support the financial reports prepared in accordance with GAAP and SAM

## **Marginal Job Functions**

### **5% Other Duties**

- Create memos, letters, and correspondence documents using Microsoft Word, Excel, or email to communicate information to peers, supervisors, outside agency personnel, and the public
- Assists with Payroll processing, as needed
- Performs other duties as directed, requested, or assigned consistent with roles and responsibilities

## **Working Conditions**

The work environment is primarily performed in a standard office with artificial light and climate control. Work activities involve working in an office setting; sitting for prolonged periods of time; bending neck in an upward and downward flexion and side-to-side turning of neck; pushing and pulling file drawers; moving bank boxes up to 25 pounds; and operating standard office equipment requiring repetitive hand movement and fine finger dexterity and fine coordination including the use of a computer keyboard, mouse, calculators, telephone, and radio. Work activities involve the abilities to verbally communicate and hear to express and exchange information, see to perform assigned tasks, and read, write, and speak English at a level required for successful job performance.

## **Attendance, Conduct, And Performance Expectations**

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the Department's sole discretion; work cooperatively with team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Also, must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Duties of this position are subject to change and may be revised as needed or required.