

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Accounting Analyst	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9873	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Accounting Services	<b>SALARY:</b>	Range 63 Salary Schedule F
<b>REPORTS TO:</b>	Director of Accounting ServicesD: q45 546 504.36 1.08 reW nBT/TT2 1 Tf11.04 -0 0 11.04 45 536.6		

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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 including DC, C, and T. **E**

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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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