

# MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

## Classified Staff Job Description



### Title: Accounting Analyst

BAND	GRADE	SUBGRADE
C	4	2
<b>DEPARTMENT:</b>	<b>ACCOUNTABLE TO:</b>	<b>FLSA STATUS:</b>
Accounting	Senior Accountant	Non-Exempt

**Class Summary:** Under direction, records, monitors and maintains financial entries for accounts payable.

### Distinguishing Characteristics:

Duty No.	Essential Duties	Frequency	Band/Grade
1	Verifies codes for compliance with Alaska's chart of accounts for School Districts.		
2	Responds to inquiries. Checks accounting transactions to locate and resolve discrepancies including determination of complex adjusting journal entries. Maintains accounting controls.		
3	Responsible for working as a liaison between staff and IFAS for troubleshooting and problem solving.		
4	Records, classifies and summarizes accounting transactions requiring knowledge of accounting policies, procedures, and systems within the District and according to GAAP.		
5	Responsible for monthly reconciliation of the Cash in Bank and Worker's Compensation Bank Accounts. Also responsible to do stop payments on lost or stolen checks as needed.		
6	Reconciles and maintains Student Activities accounting monthly, working with administrative secretaries to ensure proper accounting practices, accountability and uniformity in reporting and bookkeeping.		
7	Reconciles, maintains and monitors the district's account receivable, in accordance with State, Federal and District regulations/rates. Enters and balances financial information, collaborates with District personnel in the event of a discrepancy.		
8	Reconciles and maintains financial compliance of District petty cash funds.		
9	Maintains bonds ledgers in QuickBooks and communicates regularly with the Borough to ensure timely purchasing and payment of bills.		
10	Distributes payable batches after they have been approved by Accounting Supervisor.		
11	Compiles records and maintains financial data for surveys in compliance with rules and regulations, and prepares 1099's at calendar year end.		
12	Responsible for the entering of adjusting journal entries accurately and in a timely fashion.		
13	Responsible for periodic grant reporting and grant budget maintenance. Analyst will maintain grant files for audit purposes. Analyst will accrue revenue as reported to grantor. Analyst will provide assistant as needed to grant staff to ensure budget compliance.		
14	Reconciles and maintain Reimbursement Fund 379 to ensure prompt and complete payment.		

**Knowledge:** Working knowledge of spreadsheet, database and word processing programs. Working knowledge of QuickBooks and IFAS. Ability to provide technical support on IFAS by working with MIS and IFAS support. Demonstrates a strong power of analytical reasoning using Accounting Principles to solve problems.

**Skills** (position requirements at entry):

**Training and Experience** (position requirements at entry): Associates Degree in Accounting or extensive, demonstrated experience in bookkeeping and accounting necessary for the position.

**Licensing Requirements** (position requirements at entry): A valid Alaskan Driver's License.

**Physical Requirements:** Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Classification History:**

Adopted

Revised