

## ACCOUNTING ANALYST II

### Definition

Performs the full range of professional accounting duties required to plan, organize, or conduct divisionwide fiscal accounting activities involving the analysis and review of highly complex and diversified accounting information; and performs related duties as required or assigned.

### Typical Tasks (illustrative only)

Exercises control and oversees maintenance of a variety of fund accounts; ensures procedural compliance with and implementation of generally accepted accounting principles (GAAP) and governmental accounting standards board (GASB) rules and pronouncements; participates in the management and oversight of the school division's general accounting system including providing assistance to Fairfax County school personnel on accounting-related issues; assists with developing policies and procedures affecting the security and integrity of the system; ensures integrity of the data and records; establishes and defines broad accounting policies and procedures; prepares financial reports required by federal, state, county, or outside agencies; oversees, analyzes, and reconciles assigned funds, audit reports, fund statements, and general ledger accounts; supervises the establishment and maintenance of proper financials; works on special projects; prepares analysis of statements and reports and makes recommendations based on the analysis; performs audits of accounting data to ensure the authenticity and legality of expenditures; conducts monthly analysis of automated management financial reports; may review and certify payments on a variety of financial abstracts; and monitors compliance by all schools and offices of existing financial control policies.

### Supervision Received/Given

Receives general supervision from a coordinator. May supervise lower-graded employees, as assigned. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

### Education/Experience/Skills

Any combination of education and experience equivalent to a bachelor's degree (master's degree and professional certifications preferred) in accounting, business administration, or a related field, plus five years of progressively more responsible experience in governmental accounting. Can demonstrate knowledge of the theory, methods, principles, processes, and practices of GAAP and GASB rules and pronouncements and Internal Revenue Service codes relevant to current responsibilities; ability to analyze and interpret fiscal data and develop and generate reports from the data; familiarity with governmental accounting automated systems; ability to effectively use automated financial systems; and ability to communicate effectively, both orally and in writing.



Revised:  
Established:

June 2007  
February 2001