

ACCOUNTING ANALYST I

Definition

Performs a variety of professional accounting duties required to analyze, verify, and reconcile accounting records; prepares financial reports; provides accounting recommendations for assigned funds; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Performs a wide range of fiscal accounting tasks; plans, organizes, and participates in the review and reconciliation of assigned funds using automated financial systems; assists with preparing financial reports required by federal, state, county, or other outside agencies; participates in the reconciliation and analysis of audit reports to automated financial systems; reconciles and analyzes fund statements, and general ledger accounts; participates in analyzing and maintaining automated data and implementing approved policies and procedures that ensure the security and integrity of automated data; ensures financial internal controls are maintained; conducts internal and external research and review of finance, budgeting, and/or procurement issues; conducts or assists with analysis of all assigned funds and provides technical advice as needed; and participates in planning, development, and implementation of fiscal and accounting recommendations; develops, prepares, and/or assembles reports, charts, and graphs, as required; and provides assistance to Fairfax County school personnel on accounting related issues.

Supervision Received/Given

Receives general supervision from a higher level analyst or 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 in accounting, business administration, or related field, plus two years of progressively more responsible experience in accounting or fiscal management. Can demonstrate knowledge of the theory, methods, principles, processes, and practices of public school governmental accounting; understands basic generally accepted accounting principles and pronouncements of the governmental accounting standards board; ability to analyze and interpret accounting and fiscal data and methods and IRS codes relevant to current responsibilities; capable of preparing appropriate financial statements and reports and managing assigned funds; ability to effectively use automated financial systems; and ability to communicate effectively, both orally and in writing.



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