Los Angeles Unified School District - Job Opportunity

Job Posting Title: Accounting Analyst (1101) 4/24
Reference code: JP24-063-XA1
Minimum Salary: $42.49 Hourly
Maximum Salary: $52.14 Hourly
Application Open Date: 04/19/2024
Application Close: 05/09/2024

Information about LAUSD:
LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD Employees: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200.

Project:
An Accounting Analyst performs a wide variety of professional accounting duties involving the application of analytical skill and advanced knowledge of accounting principles to provide technical accounting recommendations.

Benefits:
Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.
Retirement: Membership in the California Public Employee Retirement System (CalPERS).
Vacation: Two weeks of paid vacation to start. Three weeks after five years of year-round paid service.
Paid Holidays: Up to 13 days.

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NOTE: Positions in this job classification may be offered on a 10 or 11 month basis - salary and paid time off for 10 or 11 month positions will be adjusted accordingly.

Job Duties/Responsibilities

The following are some of the key duties an Accounting Analyst typically performs:
- Reviews and analyzes accounting transactions and makes professional recommendations; and prepares reports, including key financial ratios; in accordance with District policy and Generally Accepted Accounting Principles (GAAP).
- Makes studies regarding accounting procedures in or affecting the work of various sections and prepares reports of findings.
- Cooperates with administrators to develop, establish, and follow up on accounting forms, procedures, and controls affecting accounting requirements.
- In cooperation with section heads and others, reviews and analyzes proposed legislation and requests from other divisions for new and extended services.
- Makes special studies and prepares reports on matters related to the responsibilities of the Division.
- May develop and maintain accounting procedures and records and provide technical advice and services to operating departments in relation to programs that require special accounting systems and reports.
- Documents accounting procedures and transactions and explains them to auditors, as required.

Note: This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties. **To view the complete class description, visit us at www.lausdjobs.org.

Minimum Requirements

EDUCATION:
Graduation from a recognized college or university with a bachelor’s degree, including or supplemented by the completion of at least 18 semester units or equivalent units in accounting, including a course in intermediate or advanced accounting; and a course in auditing if experience does not include external or internal auditing. Additional qualifying experience may substitute for up to two years of the required education on a year-for-year basis, provided that the required 18 semester units or equivalent units in accounting is met and proof of graduation from high school or evidence of equivalent educational proficiency is provided.

EXPERIENCE:

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Two years of professional-level accounting experience. One year of experience in internal or external auditing or the development or modification of accounting systems and procedures is preferable.

NOTE: Professional-level work experience is defined as the principal duties performed typically require the exercise of analytical ability and judgment; are predominantly intellectual; are varied in character; and the output cannot be standardized. Unfortunately, experience characterized by the performance of routine or repetitive tasks (e.g. recording accounts payable; reconciling bank accounts; balancing ledgers) is NOT considered analytical in nature and will not satisfy the experience requirement for this classification. Clerical or entry-level experience is not professional-level experience.

NOTE: In order to ensure that the minimum qualifications are met, we need to verify your educational document(s). As such, you MUST upload your diploma/degree (i.e. scan or take a picture of your diploma/degree) or official transcripts to your candidate profile under “attachments.”

Candidates who have completed college or university course work at an institution in a country other than the United States MUST obtain an official, sealed complete evaluation of foreign transcripts and degrees at their own cost. Please be sure to request a DETAILED report. Please have this ready to submit at the time of the Technical Interview. Please visit [http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf) for a list of approved evaluation organizations.

Desirable Qualifications

The ideal candidate will have a strong background and knowledge of accounting practices and procedures, with emphasis on governmental accounting and budget, methods and techniques of cost analysis, and auditing practices and procedures. An ideal candidate will have experience with the use of computer applications, such as Microsoft Excel in order to analyze accounting data. He/she will be skilled in the advanced functions of Microsoft Excel and is able to perform Pivot Tables, filters, foot and cross-foot, etc. He/she will have experience using enterprise accounting systems, in order to quickly adapt to the functions of SAP. The ideal candidate is able to deliver optimal and timely results with minimal supervision. He or she has strong attention to detail, has the ability to perform quality assurance with his or her work, as well as their team's work. He or she has the ability to thoroughly check and analyze information to ensure accuracy, consistency and compliance to District rules and policies. The ideal candidate will have a proven record of leading a team and developing others. It is critical to have an authoritative presence and be able to assign and review the work of his or her team members. He/she keeps up-to-date with accounting knowledge and expertise and is able to
Employment Selection Process

The selection process may consist of one or more of the following: a Training and Experience Evaluation (T&E), a Written Test, Technical Project, Writing Project, and/or a Technical Interview.

Application materials (your candidate profile, resume and supplemental questionnaire) will be evaluated in relation to the background, experience, and competencies identified for successful performance in this job. For this reason, it is highly recommended that your application materials clearly show all of your relevant background and specialized skills, knowledge, and abilities.

For more information about the LAUSD employment assessment process, visit the ‘My LAUSD Career’ section of our website at http://www.lausdjobs.org

Application Process

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?
Please call 213-241-3455, weekdays 8:00AM-4:30PM or email us at helpmeapply@lausd.net.

To find out whether the application deadline has been extended, visit the website at: http://www.lausdjobs.org

*Please note that our application system is only compatible with Internet Explorer and FireFox*

RECEIVING COMMUNICATION ABOUT THE SELECTION PROCESS
Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder. Also, all correspondence related to this employment selection process (invitation & results letters) will be sent through email:

IMPORTANT NOTE: Once your application has been received, a confirmation email will be sent to your email address to confirm receipt of your application. If you do not receive a confirmation email, your application has not been submitted.

For CURRENT LAUSD EMPLOYEES:
Correspondence will be sent to your WORK EMAIL account. Please make sure you check your work email for all the correspondence related to this recruitment.

For NON-LAUSD employees, including LAID-OFF, FORMER LAUSD EMPLOYEES:

Visit us at www.lausdjobs.org
Correspondence will be sent to the email address you indicated in your candidate profile. Please check your email frequently to ensure you receive the most up-to-date information.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

If you have questions regarding these instructions or the selection process in general, please contact Monica Topete at monica.topete1@lausd.net.

### Additional Posting Information

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.