Los Angeles Unified School District - Job Opportunity

Job Posting Title: Senior Accounting Analyst (1100) 4-24
Reference code: JP24-086-XA1
Minimum Salary: $46.98 Hourly
Maximum Salary: $57.84 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

A Senior Accounting Analyst supervises and participates in the analysis, development, modification, and maintenance of accounting procedures in order to meet complex legal and procedural requirements.

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.
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 a Senior Accounting Analyst typically performs:
- Supervises a small group of professional accounting staff and/or clerical accounting personnel in the analysis and development of accounting procedures, the maintenance of accounting records, and the preparation of reports.
- Plans and defines work projects, reviews problems, makes decisions or recommendations, and reviews reports.
-Consults with administrators and staff personnel of other branches and divisions in determining accounting services required, resolving problems, and planning methods of compiling and reporting financial data.
- Analyzes new legislation, changes in procedures and accounting requirements, new programs, and other matters, and recommends or initiates accounting procedures to maintain consistency with the requirements of the State Accounting Manual.
- Prepares and supervises preparation of claims, budget expenditures, adjustments, tables of accounts, and various routine and special reports.
- Assists in the development of procedural requirements in order to facilitate accounting operations and participates in discussions with representatives of governmental agencies.

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.

Minimum Requirements

EDUCATION:
Graduation from a recognized college or university with a bachelor’s degree, including completion of at least 18 semester units or equivalent units in accounting, with courses in advanced accounting, auditing and management, or cost accounting. Additional qualifying experience may substitute 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. CPA certificate is preferable.

EXPERIENCE:
Three years of professional-level experience in general accounting, financial reporting and analysis, projections, or financial audit.
Experience in the development or conversion of accounting systems and
The Senior Accounting Analyst is often required to attain critical information on short notice, which requires the ability to be resourceful and investigative, always probing for the most accurate and up-to-date reflection of accounting and financial data. She/he is action and result focused, and communicates well with staff at high levels in the organization, and she/he knows how to put just the right amount of pressure on staff to where she/he is able to get the required information without coming across as rude or aggressive. Additionally, the ideal candidate has excellent supervisory skills, which includes the ability to develop and lead others. S/he can manage both clerical and professional 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 for a list of approved evaluation organizations.

Desirable Qualifications

The ideal candidate has professional experience in accounting and auditing practices and procedures, where she/he possess strong analytical skills and has experience utilizing multiple resources and reports to analyze a variety of financial issues while keeping in mind the big picture of spending and fiscal distribution. The ideal candidate is able to pick up any financial report, analyze it, and provide recommendations. The ideal candidate is extremely knowledgeable about the rules and regulations of governmental accounting, school accounting procedures and SAP.

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staff to ensure that they are taking action to meet goals, as well as
growing professionally. S/he can lead a diverse team and manage
multiple projects simultaneously through appropriate delegating.

**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.

Visit us at www.lausdjobs.org
For NON-LAUSD employees, including LAID-OFF, FORMER LAUSD EMPLOYEES:
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.

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