

Senior Accounting Analyst

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**Published Date:** Apr 4, 2025

**Location:** US

**Company:** Los Angeles Unified School District

**SALARY DETAILS**

\$98,105.00 - \$127,289.00 Yearly

**APPLICATION FILING DATES**

April 4, 2025 - April 21, 2025

**INFORMATION ABOUT LAUSD**

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life. 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 Private Network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200.

**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:** Full-time employees earn up to two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

**Paid Holidays:** Up to 13 days.

### **JOB DUTIES/RESPONSIBILITIES**

A **Senior Accounting Analyst** supervises and participates in complex analytical work in the development of accounting systems and procedures.

Typical duties for this position include:

- Supervising 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.
- Planning and defining work projects, reviewing problems, making decisions or recommendations, and reviewing reports.
- Consulting 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.
- Analyzing new legislation, changes in procedures and accounting requirements, new programs, and other matters, and recommending or initiating accounting procedures to maintain consistency with the requirements of the State Accounting Manual.
- Preparing and supervising preparation of claims, budget expenditures, adjustments, tables of accounts, and various routine and special reports.
- Assisting in the development of procedural requirements in order to facilitate accounting operations and participates in discussions with representatives of governmental agencies.

**Please Note:** This is not an exhaustive list of responsibilities of this position. For a comprehensive list of duties performed, please refer to the class description via our website: [Senior Accounting Analyst - Class Description](#).

### **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 procedures is preferable.

**PLEASE NOTE:** All entrance requirements must be met by the end of the filing period in order to move forward with the assessment process. To verify the education requirement, transcripts, diplomas, and/or certifications, must be presented at the time applications are screened. As such, please be sure to upload your educational documents as an attachment to your candidate profile. Candidates who have completed college or university course work at an institution in a country other than the United States, must obtain a complete evaluation of foreign transcripts and degrees. Please be sure to request a DETAILED report. For a list of approved evaluation organizations visit: <https://www.lausd.org/Page/7876>

### **DESIRABLE QUALIFICATIONS**

The ideal candidate has professional experience in accounting and auditing practices and procedures, where they 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. 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. The ideal candidate is action and result focused, and communicates well with staff at high levels in the organization, and they know how to put just the right amount of pressure on staff to where they are 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. The ideal candidate can manage both clerical and professional staff to ensure that they are taking action to meet goals. They can lead a diverse team and manage multiple projects simultaneously through appropriate delegating.

### **EMPLOYMENT SELECTION PROCESS**

We anticipate receiving a number of well qualified applicants for this position; therefore, there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request, we will be adhering to a pre-planned employment assessment schedule. If you are unable to attend the scheduled assessment dates, please note that we recruit for this position on a regular basis. We encourage you to visit our website, <https://careers.lausd.org/pc> periodically to check for the next recruitment and we encourage you to apply again. For more information about the LAUSD employment assessment process, visit the hiring process section of our website at <https://careers.lausd.org/pc>.

The assessment process for this position TENTATIVELY consists of a Training and Experience Evaluation (T&E), Written Test, Technical Project and/or 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.

The testing may be conducted remotely and/or in-person, and all applicants will be required to submit a Candidate Confidentiality Form prior to testing. Failure to submit these forms before the given deadline will result in the withdrawal of your application from the selection process. Candidates who receive a failing score on any test module will NOT be eligible to move forward in the selection process.

If you have questions regarding the employment selection process, please contact **Andrew Nam** at [andrew.nam@lausd.net](mailto:andrew.nam@lausd.net).

### **APPLICATION PROCESS**

**IMPORTANT NOTE:** Once you submit your application, you should receive an email message confirming that you successfully submitted your application. If you DO NOT receive this message on the same day you apply, it is likely that you did not submit your application.

### **DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?**

Email us at [helpmeapply@lausd.net](mailto:helpmeapply@lausd.net).

To find out whether the application deadline has been extended, visit the website at: <https://careers.lausd.org/pc>. 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.

**Please be sure to monitor your spam/junk folder so that important information, instructions, and deadlines regarding your application are not missed. Please also be sure to include correspondence from the lausd.net AND successfactors.com domains as approved senders to your email.**

### **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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