

APPENDIX X-5

X.A.5.a.i Explanation of Responsibilities

DAC	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Financial Services 5011	Hamm, Adam Daniel	Accounting Analyst	New to TUSD	Competitive recruitment process.	AS Computer Engineering	Performs accounting and financial functions for the District.	✓

TUCSON UNIFIED

SCHOOL DISTRICT

CODE: 92042
UNIT: Super/Conf
GRADE: 14 (Hire @ Step 3)
FLSA: Exempt

(Meets FLSA Professional & Administrative Duties)

CLASSIFICATION

ACCOUNTING ANALYST

POSITION SUMMARY

Performs accounting and financial functions for the District.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business or related field,
AND

Four (4) years of accounting experience
OR

Six years of professional accounting experience which includes one year of fund accounting experience.

Experience with compliance issues pertaining to Federal Grants.

Four years experience using Microsoft Excel.

Ability to use word processing and database programs.

Knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) and Generally Accepted Auditing Standards (GAAS).

Verbal & Written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

PREFERRED QUALIFICATIONS

Knowledge of the Uniform System of Financial Records (USFR).

ADDITIONAL REQUIREMENTS

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Prepares, monitors, implements and evaluates various District budget processes. Maintains the budget book/spreadsheet and other various budget-related spreadsheets.

Reconciles, interprets, and reviews financial data and general ledger accounts.

Audits transactions for accuracy and maintains accounts.

Reviews purchasing requisitions to ensure proper coding and adherence to various budgets.

Prepares a variety of financial reports and processes journal entries.

Review, approves and adjusts budget journal entries.

Audits and interprets a variety of asset management functions and ensures compliance with Federal, State, and Governing Board Policy and Statutes.

Investigates and responds to accounting inquiries from vendors, staff, schools, personnel, administrative and staff and governmental agencies.

Answers financial questions and resolves accounting problems.

Prepares financial statements for District Trust Boards.

Uses computer software in preparing and recording financial data.

Serves as financial consultant/staff advisor on various district committees.

Prepares annual summary and transmittal of 1099R's.

Assists in the preparation of the Annual Financial Report (AFR) and Comprehensive Annual Financial Report (CAFR).

Prepares a variety of reports to outside agencies on a quarterly or annual basis.

Collaborates with District staff, County Schools, County Treasurer, and banks on financial transactions.

Compiles and prepares financial data for auditors and assists in annual audits and any other requested financial audits.

Works on special projects.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from oral and written instructions and from observation of others. Evaluates written materials.

PHYSICAL TASKS

Work involves performing duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as computers, telephones, printers, copiers and fax machines.

WORKING CONDITIONS

Indoor office environment. Exposure to noise. Contact with employees, auditors, etc.

SUPERVISION/CONTROL

None.