

**Accounting Specialist II
New Hanover County Schools**

Job Description

Class: Classified
Dept: Finance

TITLE: Accounting Specialist II

QUALIFICATIONS:

1. Associate degree in Business or Accounting preferred or equivalent experience.
2. Working knowledge of methods used in processing accounts payable, strong accounting skills, ability to keep accurate records and generate reports, computer skills (spreadsheets, word processing), effective communication skills, and the ability to work independently.
3. Five years of experience in the financial operations of a business or school system preferred.

REPORTS TO: Director of Finance

JOB GOAL: Perform various accounting functions as assigned and provide administrative support to the Director of Finance.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Maintain Capital Outlay Project files and request County Reimbursements for Capital Outlay.
3. Maintain daily check log.
4. Prepare monthly journal entries for internal billings of the transportation department, along with other accounting duties as assigned.
5. Prepare calculations and monthly check requests for Charter School distributions.
6. Provide back-up support as needed for Accounting/Insurance Specialist in reconciliation of State Health Plan deduction billing.
7. Prepare the year-end audit schedules as assigned and assist with Comprehensive Annual Financial Report.
8. Provide administrative support for the Director of Finance and the Chief Financial Officer (CFO) in the absence of the Administrative Assistant to the CFO.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 71

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.