

**SECTION ADMINISTRATIVE SUPPORT PERSONNEL**

**AREA BUSINESS OFFICE**

**TITLE: Accounting Specialist**

**QUALIFICATIONS:**

1. College diploma, preferably in business field
2. Prior accounting and/or bookkeeping experience desired
3. Computer literate, Computer Solutions Inc. software experience preferred
4. Ability to work independently with minimal supervision
5. Such additional qualifications as the Board of Education may deem appropriate

**REPORTING RESPONSIBILITY:**

The Accounting Specialist is directly responsible to the Comptroller and the Assistant Business Administrator and through them to the School Business Administrator.

**JOB GOAL:**

The Accounting Specialist assists the Comptroller and Assistant Business Administrator in the overall operation of the business office and performs daily, monthly and annual financial computer generated reports and analysis.

**TERMS OF EMPLOYMENT:**

Twelve-month contract. Benefits as described in Policy 4931, Benefits – District-Wide and Central Office Non-Instructional Personnel.

**PERSONAL EVALUATION:**

The Accounting Specialist shall be evaluated in writing by the Assistant Business Administrator in accordance with Policy 4022, Evaluation of Staff. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

**PERFORMANCE RESPONSIBILITIES:**

**A. Specific Responsibilities**

1. Performs monthly reconciliations of operating and payroll checks developing outstanding check lists
2. Maintains revenue/receipts accounts on budgetary software
3. Enters transfers for budgetary accounts and maintains supporting documentation
4. Prepares, enters and runs ratification checks and summary

5. Runs monthly checks, bill list, and voids checks
  6. Assists in the preparation of financial reports and budget supporting documentation
- B. General Professional Responsibilities
1. Demonstrates proficiency in the use of computers
  2. Works cooperatively with other business office personnel
- C. Other Duties and Responsibilities
1. Performs other duties and responsibilities incidental to the office or as assigned by the Comptroller and/or the School Business Administrator

Approved: 9/28/04