

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Accountant

**II. PRIMARY FUNCTION**

To serve as an Accountant for the Board of Education

**III. REPORTS TO**

Business Administrator/Board Secretary and/or designee

**IV. QUALIFICATIONS**

- Bachelor's Degree in accounting, finance or equivalent.
- Minimum of two (2) years' experience in general accounting as a government accountant
- Working knowledge of computerized financial systems
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Preparation of monthly bank reconciliations for the general, lunch, unemployment compensation, payroll and agency accounts
- Assist in the preparation of monthly, periodic and year-end financial reports for review and signature of the Business Administrator
- Maintain records pertaining to bids, professional contracts and state contracts including dates of required renewals
- Serve as depository for all bids for the Board of Education and return all bid deposits when due
- Assist in the preparation of the annual budget and supporting documentation
- Assist in the data collection and preparation of the Application for State School Aid
- Maintain district fixed asset schedules
- Assist in the preparation of all financial records relative to the annual statutory audit
- Conduct systems and procedures studies to ensure compliance with district policy
- Serve as general assistant to the Business Administrator
- Perform other related duties as directed by the Superintendent or designee

**VI. TERMS OF EMPLOYMENT**

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education

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Job Description/Section III ACCOUNTANT

APPROVED: November 25, 2013