



Classification Specification

ACCOUNTANT

Department:	Fiscal Services
Reports To:	Director of Fiscal Services
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Perform complex financial work related to school business, including attendance accounting and reporting and analyzing/reconciling all district budgets and funds; perform complex accounting and budgetary work involved in establishing, analyzing, auditing, reconciling, and maintaining the general and subsidiary ledgers and other financial records; prepare and audit a variety of financial, statistical, and budgetary reports, statements, and materials; prepare various reports, records and general purpose financial statements; provide administrative support in the review, analysis and development of designated budgets and accounts.

Essential Duties and Responsibilities:

- Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling, and maintaining financial records; assure financial activity of assigned accounts complies with applicable laws, codes, rules, regulations, policies, and procedures.
- Post and balance receipts and other financial records.
- Prepare and maintain journals, ledgers, accounts, and other financial records.
- Reconcile ending balances and makes corrections, as necessary.
- Provide administrative support in the review, analysis and development of designated budgets and accounts; monitor, evaluate and reconcile accounts related to assigned funds and budgets; prepare income and expenditure projections to assist with budget preparation as directed; analyze program and project costs and provide recommendations concerning budgetary allocations as assigned.
- Assist in the preparation of all financial reports, such as budget, interim reporting, estimated actual, and year-end.
- Assist district sites with proper maintenance of ledgers.
- Interact with vendors and banks to research status of accounts and discrepancies to correct errors and resolve issues and to obtain or exchange financial information.

- Assist with the revision and adjustment of budgets and funds as necessary and according to rules and regulations, including reconciliation of payroll system to budget.
- Maintain district revolving cash fund and petty cash.
- Write checks, receive, and balance receipts and deposits.
- Collect, compile, and posts to appropriate accounts monies received by district schools, programs, and functions.
- Generate cash collection reports and distributes information to the County.
- Open, verify, balance, and adjust accounts.
- Invoice outside groups for use of district facilities and other monies due to the district.

Perform posting, assembling, and tabulating of financial data.

- Verify trial balances and make adjusting and closing entries.
- Prepare receipts and disbursement reports, balance sheets, and other reports.
- Analyze and interpret data processing records.
- Prepare summary statements from monthly County fiscal reports.
- Compile data from individual school sites for attendance reporting and prepares associated attendance reports for county and state agencies.
- Gather and process information and data for annual expenditure reports, including categorical programs and Special Education.
- Input a wide variety of financial and statistical data into an assigned computer system; initiate queries, manipulate data and generate a variety of spreadsheets; assure accuracy of input and output data.
- Train and provide work guidance to assigned personnel as directed; review work for accuracy, completeness, and compliance with established requirements.
- Communicate with personnel and a variety of outside organizations to exchange information, coordinate activities, and resolve issues or concerns.
- Maintain current knowledge of laws, codes, rules, regulations, and pending legislature related to assigned accounting functions.
- Operate a variety of office equipment including a calculator, computer and assigned software.
- Performs other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Methods, procedures, and terminology used in professional accounting work.
- General accounting and business functions of an educational organization.
- Generally Accepted Accounting Principles.
- Analysis of complex financial statements and reports.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Preparation, review, and control of assigned accounts.
- Budgeting practices regarding monitoring and control.
- Financial analysis and projection techniques.
- Research and statistical evaluation techniques.
- Applicable laws, codes, regulations, policies, and procedures.
- Oral and written communication skills.
- Mathematical computations.
- Computer information systems used for transmitting and receiving financial data and reports.

- District organization, operations, policies, and objectives.
- Modern office methods, practices, and procedures.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling, and maintaining financial records.
- Provide administrative support in the review, analysis and development of designated budgets and accounts.
- Prepare and audit a variety of financial, statistical, and budgetary reports, statements, and records.
- Compare numbers and detect errors efficiently.
- Prepare and analyze comprehensive accounting reports.
- Reconcile, balance and audit assigned accounts and budgets.
- Reconcile various fiscal statements to assure accurate fund accounting as assigned.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain accurate financial and statistical records.
- Analyze financial data and prepare reports, forecasts, and recommendations.
- Determine appropriate course of action within clearly defined guidelines.
- Make complex calculations with speed and accuracy.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and carry out oral and written directions.
- Meet timelines and adhere to schedules.
- Type or input data accurately at an acceptable rate of speed.
- Maintain confidentiality of sensitive and privileged information.

Education: Bachelor’s degree in accounting, business administration, public administration or a related field from an accredited college or university.

Experience: Three (3) years of professional accounting experience performing varied financial analysis, record-keeping, and report preparation duties.

Licenses, Certifications, and other requirements:

- Proof of current and valid Tuberculosis screening

Desirable Qualifications:

- Previous accounting experience in an educational setting is desirable, but not required.

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/office work environment.
- Moderate levels of ambient noise.

- Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work sitting at a desk or table for extended periods of time.
- See for the purpose of reading.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Operate a variety of office equipment.
- Stand and/or walk around for extended periods of time.
- Lift and/or carry objects up to 30 lbs. in weight.
- Bend, twist, stoop, or kneel, and reach in all directions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.