

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana
Job Description

TITLE: Accountant I (FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
- I. U. S. Citizen or authorized alien.
 2. A college degree with 12 semester hours in accounting.
 3. Full-time paid experience in which accounting or bookkeeping was the major duty may be substituted for the college training on a year for year basis. Business college or trade school training as specified above may be substituted for a maximum of one (1) year of college training.

REPORTS TO: Supervisor of Payroll Services

JOB SUMMARY:

This is professional accounting work of a limited nature in an accounting system. Work involves performance of tasks to account for the funds of a department or program. The analysis and reporting of the status of the accounts at regular intervals is an essential part of the assignment. Work is characterized by assignments requiring the application of accounting principles and concepts to a system of complex accounts and/or the performance of a variety of assignments in a major activity to gain experience in accounting work.

Positions allocated in this class involve a level of responsibility and activity measured by funding level, funding sources, responsibility level, responsibility diversity, system diversity, personnel supervised and interaction with other authority. These factors vary among positions according to Board requirements and work organization. Guides for the application of these factors are in the performance responsibilities.

Work is performed in accordance with basic accounting practices, procedures, principles and theory, in accordance with laws, rules and regulations for the receipt, control and expenditure of funds and in accordance with the policies and procedures of the Board. General supervision is received from an accounting officer of higher grade or other administrative official of the Board. Work is reviewed on the basis of results, reports and outside independent audit. Supervision may be exercised over clerical personnel.

Positions allocated in this class differ from Accountants II by the complexity and difficulty of the assignment, by the principal assignment of accounting for Board funds and from Account Clerks III by the responsibility for account analysis and clerical staff supervision.

ESSENTIAL JOB FUNCTIONS:

1. Works with Director of Federal Funds and Director of Students with Exceptionalities in preparation of budgets.
2. Monitors federal program cash flows and makes requests for reimbursements.
3. Completes all reports required by the State Department for reimbursable programs.
4. Reconciles all bank statements.
5. Oversees the preparation of the State Insurance Report and internal group insurance report and bills the various funds their insurance premiums.
6. Maintains PIP records.
7. Assists Chief Accountant in maintaining chart of accounts.
8. Initiates, maintains, and generates payroll.
9. Monitors attendance for all employees.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Work may involve responsibility for all accounting functions of a relatively small activity, for a specialized accounting operation within a departmental fiscal structure.
2. Various other duties as assigned by Supervisor of Payroll Services.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Must tolerate constant periods of sitting while operating from the computer keyboard.
3. Must be able to use hand and finger activities to handle or feel objects, and use tools or controls such as a calculator.
4. Must be able to stand, walk, stoop or work from a bending position in performing job duties.
5. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manual computer runs, files, manuals, books, etc.
6. Must on occasion run, load, and unload form equipment.
7. Must be able to lift equipment, forms, and boxes.

TERMS OF EMPLOYMENT: 12 months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Department
(Rev 4/2021)

Copy-Supervisor

Copy- Employee