

**ST. TAMMANY PARISH
SCHOOL BOARD
Covington, Louisiana
Job Description**

TITLE: SCHOOL ACCOUNTANT (FLSA Status: Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien.
 2. A bachelor' s degree in Accounting, Business Administration, or a related field, with at least three (3) years experience in governmental accounting , preferable of school boards.
An additional four (4) years of experience in governmental accounting may be substituted for the required bachelor' s degree. AMBA, CPA, or CIA may be substituted for two (2) years of the required three (3) years experience.
 3. Successful supervisory and administrative experience in accounting and/or auditing.

REPORTS TO: Chief Financial Officer

SUPERVISES: School Accounting and clerical

ESSENTIAL JOB FUNCTIONS:

1. DESIGN AND EVALUATION - SHARES RESPONSIBILITY OF FINANCIAL OPERATIONS OF SCHOOLS. ENSURES ECONOMIC AND EFFICIENT OPERATIONS OF ALL SCHOOLS.
 - a. Develops goals and objectives designed to provide efficient performance of all assignments.
 - b. Develops personal goals and objectives to improve performance.
 - c. Reviews and improves services on an ongoing basis.
2. LEADERSHIP-CHALLENGES THE EXTENT TO WHICH THE SCHOOLS ARE COMPLYING WITH THE SCHOOL BOARDS POLICIES AND PROCEDURES.
 - a. Continuous monitoring of student and activity funds.
3. MANAGEMENT -DESIGNS TESTS AND PERFORMS REVIEWS TO ENSURE THAT ADEQUATE INTERNAL CONTROLS ARE IN PLACE. (1) TO SAFEGUARD PUBLIC ASSETS, (2) TO ENSURE ECONOMIC AND EFFICIENT OPERATIONS, AND (3) TO PROVIDE FOR TIMELY AND ACCURATE PREPARATION OF FINANCIAL STATEMENTS.
 - a. Reviews school bank reconciliations and bank statements.
 - b. Assists principals and/or bookkeepers in setting up and maintaining financial record keeping systems.
 - c. Checks accuracy of all School Activity Financial Reports.
 - d. Provides input into the development of School Board policies and procedures.
 - e. Oversight for MyPaymentsPlus system.
 - f. Makes recommendations, both written and oral, to improve the operational effectiveness and efficiency of the School System.
 - g. Assists with fixed asset accounting and form 1099.
4. STUDENT SERVICES - INITIATES PRACTICES AND PROCEDURES DESIGNED TO PROMOTE THE SUCCESS AND WELL BEING OF STUDENTS.
5. SCHOOL/COMMUNITY RELATIONS - INITIATES PROCEDURES WHICH INSURE EFFECTIVE SCHOOL/COMMUNITY RELATIONS.
 - a. Works to achieve maximum understanding and support of public education.
 - b. Cooperates with supervisors, principals, directors, and coordinators, etc. to provide a total educational program for students.
 - c. Communicates financial procedures and programs to appropriate personnel and agencies.
 - d. Works with supervisors and other personnel to solve problems.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs any other duties as assigned by the Chief Financial Officer.

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: Twelve (12) months per year; salary in accordance with current salary schedule.

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

Copy- Supervisor

Copy- Employee