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# ST. JOSEPH

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SCHOOL DISTRICT

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**Position Title:** Accountant

**Qualifications:**

**Required:** Accounting Degree. Entry level accounting position 0-3 years' experience. Preference given to candidates with experience in the preparation of journal entries, monthly general ledger reconciliations and assisting with monthly and yearly financial statement preparation. Must be proficient in Microsoft Office with the ability to demonstrate advanced Microsoft Excel skills (Complex Formulas, Pivot Tables, and the ability to work in Excel Tables).

**FLSA:** Non - Exempt

**Salary Schedule:** Per Approved Support Staff Salary Schedule

**Direct Report:** Assistant Superintendent of Business and Operations

**Terms of Employment:** 12 Month

**Eligible for emergency telework:** With Supervisor approval

**Purpose:** The job of Accountant was established for the purpose/s of performing a variety of financial activities related to the accurate processing of payments; recording, updating and reconciling fiscal information; and providing instructions and/or accounting support to other personnel in accordance with established financial practices. Work in collaboration with business office employees in payroll, account payable & general accounting and monitoring compliance for regulatory agencies.

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**Essential Job Functions:**

- Attend work in a regular, reliable and punctual manner.
- To “telework” when requested by the District.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for an audit.
- Assists other staff, site personnel and a variety of outside parties regarding procedures and/or program requirements for the purpose of providing support for completing transactions, identifying appropriate action and/or complying with established financial procedures.
- Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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- Prepares a variety of written materials and electronic financial information (e.g. voucher reports, procedures, transmittals, tax listings for each vendor, 1099's, revolving fund checks, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes a variety of financial information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles a variety of financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Analyzes financial information for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Monitors expenditures against budget and/or a wide variety of account information for the purpose of ensuring the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices, and regulatory requirements.
- Assists in development of reporting processes, procedures, and internal controls (e.g. fixed asset policy development, state regulations and requirements, etc.) for the purpose of maintaining the efficient flow of financial processes.
- Assists in implementation of accounting procedures for the purpose of providing internal financial controls throughout the organization and ensuring compliance with established accounting practices and all applicable regulatory requirements.
- Compiles a wide variety of financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Maintains a wide variety of financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Prepares a wide variety of finance-related documents (e.g. financial statements, reports, operating recommendations, policies, etc.) for the purpose of documenting activities, providing written references and/or conveying information.
- Provides orientation and support to other departmental and school site personnel regarding and program requirements for the purpose of ensuring efficient processing and compliance with District policy and established regulatory guidelines.

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- Researches a wide variety of financial and administrative topics for the purpose of providing information and/or recommendations that impact the organization's operations.
- Responds to inquiries from a variety of sources (e.g. district employees, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information, direction, and/or referral for addressing inquiry.
- Trains school staff regarding proper accounting practices for the purpose of ensuring compliance with the fund accounting and generally accepted accounting practices.
- Other assigned duties.

### **Employee Behavior and Conduct:**

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.