



Accounting Specialist

Reports To: Business Manager

SUMMARY

Accounting Specialists use receipts and other documents to verify and process transactions, record and analyze financial information, communicate with vendors, financial institutions, patrons and staff, and assist with daily, monthly and yearly accounting activities and projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain an accounts payable budget system.
- Process bills for payment – general fund, state grants, major maintenance, capital maintenance and minor capital.
- Maintain an accounts receivable budget system, write receipts and make deposits.
- Work with Business Manager to process investments to transactions and maintain investment records.
- Maintain records, process invoices and receive funds related to district capital improvement projects.
- Maintain the administrative Imprest account and Safe and Drug Free School account.
- Check school activity and Imprest reports.
- Transfer money to cover AP and Payroll, and make corresponding journal entries.
- Process end of calendar year reports and IRS reports.
- Process end of fiscal year budget items and reports.
- Maintain bank account records.
- Prepare financial and budget information for inclusion in monthly board meeting reports.
- Work with auditors in collecting data.
- Provide backup of financial system computer data files.
- Work with school secretaries on school purchase orders and other budget concerns.
- Provide district budget and finance data as requested by the Superintendent and/or Business Manager.
- Send W-9's. Keep records of 1099 vendors and process 1099's after end of year.
- Perform other duties as assigned.

QUALIFICATIONS

- **Education:** High School diploma or GED required. Bachelor's degree in Accounting, Finance or related field preferred. Experience or training in general accounting or book keeping required.
- **Language Skills:** Ability to respond to common inquiries from vendors, financial institutions, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Mathematical Skills:** Strong math and problem-solving skills with the ability to analyze data is required.
- **Computer Skills:** Training or experience in working with computerized accounting programs with the ability to learn new programs. Proficient in the use of MS Word, MS Excel, Google Docs, email and standard office equipment.
- **Other Skills and Abilities:** Ability to follow and successfully complete both written and oral directions. Ability to be precise in given tasks, organized and detail oriented. Ability to read and understand policies. Ability to maintain confidentiality of privileged and sensitive information. Ability to exercise good judgment and independent thinking. Ability to establish and maintain effective filing systems. Ability to perform research and compile information from a variety of sources.
- **Certificates, Licenses, Registrations:** Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check. Must have the ability to obtain a Notary Public Commission.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in an office requiring the frequent use of communication equipment and computers. This position may require some travel around the District.

Performing the job duties of this position require the following physical demands: some lifting, carrying, bending, stooping, kneeling, and sitting. Must have the visual acuity and stamina to work at a computer monitor throughout the day.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.
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