

Attachment C-1

TITLE: Staff Accountant

QUALIFICATIONS:

1. A Bachelor's Degree from an accredited college or university preferred;
2. Two years of experience in accounting related position preferred;
3. General knowledge of school accounting practices;
4. Alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: School Business Administrator

GENERAL FUNCTION: To oversee daily accounting functions and provide accurate and up to date analysis on all Internal Service Funds. Assist in accounting functions in other funds.

PERFORMANCE RESPONSIBILITIES:

1. Review all weekly invoices on self-insured plans and process payments.
2. Perform weekly analysis on self-insured plan performance.
3. Review all enrollment changes for self-insured plans and bill for premiums on a monthly basis.
4. Analyze financial data and make recommendations on billing rates.
5. Maintain accurate records and create a meaningful and easy to follow billing process.
6. Provide cost analysis on items related to contract negotiations.
7. Provide cost analysis to determine revenue projections.
8. Assist in the preparation of financial statements.
9. Billing and collections for all funds.
10. Assist in monthly bank reconciliation.
11. Assist in cash management projections, internal controls and return on investments.
12. Performs other duties as directed by the Superintendent and School Business Administrator.

TERMS OF EMPLOYMENT: Twelve months per year.
Salary as determined by The Board of Education.

EVALUATION: Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.