

SCHOOL ADMINISTRATIVE UNIT # 2

JOB DESCRIPTION

Title: Accountant	Date Revised: July 1, 2023
Classification: Exempt	Terms of Employment: Full-Time, Year-Round
Reports To: Business Administrator	Supervises: n/a

QUALIFICATIONS:

1. A Bachelor's degree in Accounting or related field;
2. At least 3 years' experience in public accounting preferred. Should be proficient with computerized accounting systems and spreadsheets;
3. Such alternative to the above as the Superintendent may find appropriate and acceptable.

JOB OBJECTIVE:

Working under the general direction of the Business Administrator, the Accountant will assist with a variety of financial and administrative tasks in the Business Office of the Superintendent's Office. Daily operation will be coordinated with the Business Administrator and the other members of the business office.

ESSENTIAL JOB FUNCTIONS*:

Cash Receipts

1. Reviews of coding of cash receipts transactions into the computer system.
2. Questions about proper coding of receipts would be directed to Accountant for resolution.
3. On a monthly basis, oversees monthly cash reconciliation with School District Treasurers. Any discrepancies are to be promptly investigated.
4. Assists the Business Administrator in the preparation of cash flow requests for the individual towns.

Purchasing/Cash Disbursements

1. Reviews coding of all purchases/cash disbursements.
2. Specialists review with Accountant all purchase order coding, which do not appear to be correct.
3. Provides detailed analysis and reconciliation for the Business Administrator as requested regarding expenditure expectations.

General Ledger

1. Directly responsible for the review and control over the general ledger for all funds. Specific responsibilities include the review of cash balances with school district treasurers, reconciliation of receivable control accounts with detailed records on a monthly basis, reconciliation of accounts payable and encumbrances to detailed records. Monthly supervision of all payroll reconciliation accounts including, income taxes withheld, FICA taxes withheld, union dues, credit unions, health insurance accounts, annuities, etc. Responsible for the development of reconciliation formats for specialists.
2. Responsible for the reconciliation of all interfund balances between the Districts various operating funds.

Journal Entries

1. Approval of all general journal entries prepared and needed by specialists.

Year End

1. Responsible for the accurate and reconciled cut-off of receipts, encumbrances, cash disbursements and payables.
2. Responsible for preparation and coordination of the outside audit by preparing requested audit schedules, and providing assistance to the Business Administrator.

Budget Preparation and Monitoring

1. Work with the Business Administrator to assist in the preparation of the annual school district budgets. Budgets are monitored throughout the fiscal year.

Food Service

- 1. Oversees monthly claims to state for reimbursement.
- 2. Oversees annual site inspections.
- 3. Oversees the preparation of annual state reporting and application process.

Student Activities Fund

- 1. Conduct periodic surprise reviews of student activity records at the various schools to ensure compliance with standard accounting principles and school district policies.

Monitoring Business Office Financials

- 1. Assists the Business Office Staff as required any and all accounting questions.

Other

- 1. Assume such responsibilities that may be assigned by the Business Administrator and Superintendent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- 1. High level of computer competency with spreadsheet, word processing, and software programs to include finance and HR modules.
- 2. Knowledge of generally accepted accounting procedures and strong mathematics skills.
- 3. Strong interpersonal and verbal communication skills including the ability to effectively present information to groups of individuals, maintain effective working relationships within the District, and with other relevant local agencies.
- 4. Ability to present written documents that are clear, concise and grammatically correct.
- 5. Ability to work with and cooperate with staff at all levels.
- 6. Ability to stand and sit for lengthy periods of time.
- 7. Ability to handle a variety of diverse tasks and to organize work to meet deadlines.
- 8. Excellent organizational and time management skills.
- 9. Act with integrity, responsibility and in an ethical manner in all aspects of carrying out the requirements of this position.

WORKING CONDITIONS:

In a normal work day, the employee may be required to combine standing, walking and sitting; continuously sit at the desk, keyboard, etc. for several hours, lift/carry up to fifteen (15) pounds infrequently, bend frequently; squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions occasionally. Some travel required.

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**