MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Junior Accountant DATE: June 26, 2013
REVISED: August 13, 2014

REPORTS TO: Director of Business Services APPROVED BY: Board of Directors

JOB SUMMARY: General accounting function including preparing journal entries,

maintaining balance sheet schedules and ledgers and account and bank reconciliations. Assisting with monthly closings, account

analysis and support to the Staff Accountant.

PRIMARY DUTIES and RESPONSIBILITIES:

1. Prepare journal entries.

- 2. Assist with general ledger operations.
- 3. Assist with monthly closings and preparation of monthly financial statements.
- 4. Review monthly financial reports.
- 5. Prepare analysis of revenues and expenditures.
- 6. Assist with year-end closings.
- 7. Ensure all daily cash receipts are deposited and posted to ledger; verify accounts receivable aging is accurate.
- 8. Assist with payroll administration including computations and tax returns.
- Monitor and resolve bank issues including fee anomalies and check differences.
- 10. Perform account/bank reconciliations.
- 11. Assist with preparation and coordination of the audit process.
- 12. Assist with implementing and maintaining internal financial controls and procedures.
- 13. Assist with record keeping and accounting of Health Insurance Consortium.
- 14. Perform other duties as assigned by the Director of Business Services.

QUALIFICATIONS:

- Bachelor's degree in Accounting or business degree with experience in Accounting required. Experience in Pennsylvania school environment or in not-for-profit environment required
- Knowledge of Generally Accepted Accounting Principles (GAAP) procedures and state and federal accounting guidelines for school districts is required
- Technical accounting skills
- Experienced in the use of personal computer technology with the emphasis on Excel software and be able to operate a variety of office equipment including a telephone, copy machine, fax machine and calculator

- Proficiency in relevant accounting software
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITIES:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various office equipment
- Must possess business and office management skills
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job).