

## 27J SCHOOLS EXEMPT JOB DESCRIPTION

**Job Title:** Staff Accountant

**Date Prepared or Last Modified:** January 23, 2019, Reviewed December 2020

**Department:** Finance

**Reports To:** Finance Director

**SUMMARY** Maintains the integrity of the financial reporting system by reconciling all fund types and bank statements, analyze funds and assists end-users with financial and/or accounting policies and procedures. Conduct research, analysis, development, and summarization of financial information for audit purposes, financial reporting used for the Comprehensive Annual Report (CAFR). Develop and implement financial internal controls. Preparing and entering journal entries into the general ledger.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 19% Reviews, interprets and enter all adjusting journal entries and budget transfers, maintains the general ledger for the purpose of providing an audit trail for compliance with the Colorado State Chart of Accounts, Governmental Accounting Standards Board (GASB), and Generally Accepted Accounting Principles (GAAP).
- D 10% Serves as a mentor to the finance department and local charter schools, answering accounting questions and training on internal accounting procedures and Board policies.
- D 8% Advise and trains district personnel, how to access information in the district accounting system, accounting codes, Board policies, and financial procedures and state guidelines.
- D 2% Works with outside agencies to include Colorado Department of Education, external Board auditors, and state auditors (list is not inclusive) to answer questions, provide requested documentation and explanation of internal district policies and controls of financial data.
- D 4% Serves as the main point of contact to the ALIO Financial systems support group to maintain accounting software.
- M 10% Perform the monthly accounting close. Uploading purchasing card entries, verify all journal entries have been entered for the current period, reconcile monthly reoccurring journal entries for accuracy and completeness. Verify that all entries are accurate and that all funds are balanced and correctly showing on the general ledger. Reconcile the monthly bank statement to accounting entries, checking for accuracy and that all funding is accounted for. Maintain and update financial transparency requirements.
- M 5% Review internal controls and procedures and make recommendations to maintain compliance with state regulations, Board policies, GAAP requirements and to improve efficiency. Assist in the roll out of all changes and assist school locations on integrating the updates.
- A 26% Compile necessary reports and documents as requested during the interim and year end audits. Research and provide necessary data and reports in response to all audit requires. Coordinate all members of the finance team to quickly resolve auditor inquiries.
- A 9% Assist the Finance Director with compiling and preparing all financial reports and notes for the Comprehensive Annual Financial Report (CAFR). Compile and upload financial data for the Colorado Department of Education's automated data exchange (ADE).
- A 3% Prepare the annual financial report for the Capital Facilities Fee Foundation.
- A 3% Initiate the transfer of all accounting information to the new fiscal year. Reconcile beginning year fund balances to ensure that the new year is open and available for the district. Tracking, positing and reporting on all district leases, bond refinancing and notes payables.

Ongoing 1% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING** Bachelor's degree with major coursework in accounting or a closely related field. CPA or Master's degree in accounting, finance or related field is a plus.

**EXPERIENCE** Three years of general ledger accounting experience required. Governmental accounting experience preferred.

**SKILLS, KNOWLEDGE, & EQUIPMENT** This position requires analytical skills, independent judgment, and professional knowledge to accurately maintain and monitor the general ledger; verify account coding; and ensure compliance with internal policies, Board, district, state, and federal guidelines related to school finances. Strong technical knowledge of accounting standards and financial statement reporting, expert competence with spreadsheet, accounting software and knowledge of computers are essential, excellent organizational skills in a complex environment, effective written and oral communication skills. Expert level Excel skills required at the time of hire. General Ledger software (CIMS) preferred at the time of hire but not required.

**CERTIFICATES, LICENSES, & REGISTRATIONS** None required.

**SUPERVISION/TECHNICAL RESPONSIBILITY** This job has no supervisory responsibilities. Acts as a resource for others throughout the district by interpreting, initiating, and compiling reports as requested and by answering financial policy and procedure questions.

**JUDGMENT AND DECISION MAKING** Work is self-directed; special projects are assigned by the CFO and Director of Accounting. Work is guided by generally accepted accounting principles (GAAP), Board of Educations, district, state, and federal guidelines. Decision making requires collaboration with CFO, Director of Accounting and other Finance Department employees. Supervisor is involved only in major decisions.

**DIVERSITY OF DUTIES** Requires cross training in accounting standards and practices, general accounting, government accounting, grant accounting, accounts payable, accounts receivable, payroll, microcomputers, computerized financial accounting systems, and auditing.

**SAFETY TO SELF AND OTHERS** No safety issues resulting in an injury.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT** The noise level in the work environment is usually quiet.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to communicate, analyze, and use interpersonal skills. Frequently required to coordinate, compute, synthesize, evaluate, and compile. Occasionally required to compare, copy, instruct, and negotiate.