

SCHOOL ADMINISTRATIVE UNIT # 2

JOB DESCRIPTION

Title: Accounting Specialist	Date Revised: July 26, 2024
Classification: Non-Exempt	Terms of Employment: Full-time, Year-round
Reports To: Business Administrator	Supervises: n/a

QUALIFICATIONS:

1. A Bachelor's degree in Accounting, Business Management or related field preferred; Associate's degree required.
2. Experience in fund 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:

The Accounting Specialist is responsible for monitoring the budgets, processing payroll, accounts payable, journal entries, other financial transactions, and State and Federal reporting for their assigned entities. The Accounting Specialist is responsible for providing customer service and responding to requests for information from employees, vendors and the public.

ESSENTIAL JOB FUNCTIONS*:

ACCOUNTS PAYABLE:

1. Receives invoices; determine eligibility for payment by comparing with purchase orders, checking for requestor's approval and checking for proper account coding.
2. Processes payment of bills and distribute checks in a timely manner.
3. Prepares manifest reports for school board review.
4. Interfaces with vendors when necessary to process payment.
5. Maintains vendor files including W-9 forms when appropriate.
6. Prepares and circulates yearly 1099 forms to vendors and the IRS.
7. Reconciles all payable related accounts including encumbrances.
8. Maintains Accounts Payable files with accurate and up to date information.
9. Provides financial data reports as requested.
10. Assists in audit preparation.

PAYROLL AND BENEFITS:

1. Reviews contract account codes and compare with bargaining agreements if applicable, and budget.
2. Prepares bi-weekly payroll. Review any timesheets or requests for payment for validity, coding, and proper signature.
3. Prepares supplemental payrolls as needed including but not limited to co-curricular activities and school board salaries.
4. Circulates paychecks to proper locations.
5. Prepares and submit monthly, quarterly, and yearly payroll reports, including but not limited to monthly retirement system summary, quarterly unemployment, 941s, W2s, and Affordable Care Act reporting.
6. Completes paperwork and processes employee voluntary deductions including 403b's, medical savings accounts, wage attachments, employee contribution amounts for health and dental insurance, charity contributions, union dues.
7. Prepares for annual Workers' Compensation audit.
8. Reconciles all payroll related accounts including insurance, benefits and encumbrances.
9. Maintains personnel records regarding vacation, sick time, professional time, and personal time.
10. Assists in audit preparation.
11. Assists the Human Resources Coordinator with benefits administration.
12. Processes name changes, address changes and life changes related to benefits.
13. Maintains employee files with accurate and up to date information, both personnel files and within the Human Resource Information System (HRIS).

ACCOUNTING:

- 1. Monitors purchasing, accounts payable and payroll in relationship to the general ledger, including but not limited to requisitions through manifest preparation.
- 2. Supports the Accountant with establishing and maintaining a program of accounting adequate and accurate to detail and report all transactions in New Hampshire Financial Accounting Handbook for LEA and Federal accounting requirements.
- 3. Assists Accountant with pre-audit preparation materials required by the auditors.
- 4. Prepares monthly reconciliations.

OTHER:

- 1. Completes timely filing.
- 2. Assumes such responsibilities that may be assigned by the Business Administrator.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- 1. Proficient with computer technology in the office setting including various word processing, spreadsheet and database software programs.
- 2. Basic operating knowledge of other office equipment.
- 3. Communicate effectively both orally and in writing.
- 4. Excellent organizational and time management skills.
- 5. Able to work with and cooperate with supervisory staff at all levels.

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.

OTHER:

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.**