

**ST. MARY PARISH PUBLIC SCHOOLS
CHIEF ACCOUNTANT JOB DESCRIPTION**

POSITION: Chief Accountant

REPORTS TO: Chief Financial Officer

SUPERVISES: Assist in supervising Accounting and Payroll Staff

TERMS OF EMPLOYMENT: 12-Month

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 118/2510

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

QUALIFICATIONS: Bachelor's Degree in the field of Accounting, MBA/CPA preferred.

EVALUATION: Performance of the job will be evaluated in accordance with provisions of the St. Mary Parish School Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the management of the accounting, payroll, purchasing and grant functions of the School Board.
2. Assist in the preparation of budgets (including MFP, CDF, SCA and Staff Development).
3. Assist in the control, analysis and reconciliation of the general ledger accounts.
4. Review procedures and make recommendations for improvement.
5. Assist in the maintenance and reconciliation of the property records.
6. Assist external auditors with the audits of school activity funds.
7. Prepare financial reports, schedules and analyses as requested by the Chief Financial Officer.
8. Manages all cash wire transfers.
9. Assist the Chief Financial Officer in the management of investments.
10. Maintain professional excellence through continuing education.
11. Prepare and submit reports as requested.
12. Attend Professional Development.
13. Assist all schools with monthly accounting reconciliations and closing of books.
14. Oversee Federal and State Grants (Budgets, Revisions, and Reimbursement requests).
15. Assist supervisors with new grants.
16. Oversee and assist with all bank reconciliations (GF, W/C, Consolidated, Payroll, Federal, SFS, and Money Market Accounts).
17. Prepare and submit MOE reports annually in eGMS.
18. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
19. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
20. Attend Board meeting and committee meetings as requested.
21. Perform other duties and assume other responsibilities as assigned by the Chief Financial Officer or Superintendent.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the

Superintendent and Board.

7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials and technology carts. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.)-

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ DATE _____