

## SCHOOL DISTRICT OF BAKER COUNTY

### JOB DESCRIPTION

#### **FINANCE ACCOUNTANT**

#### **QUALIFICATIONS:**

- (1) Bachelor's Degree in Business Administration with major in Accounting or Bachelor's Degree in Accounting
- (2) Five (5) years of bookkeeping or accounting experience preferred
- (3) Computer proficiency

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of principles and practices of accounting. Ability to apply knowledge to work situations. Ability to gather data and make judgments. Ability to set priorities and prepare complete and accurate accounting reports. Ability to understand written and oral communications regarding expenditures of funds under applicable laws. Ability to use technology to keep complex records accurately. Ability to prepare technical reports. Proficiency to use of ten-key adding machine, personal computer, and spreadsheet and word processing software.

#### **REPORTS TO:**

Executive Director for Support Services/Finance

#### **JOB GOAL**

This is a support services position with responsibility for performing business and accounting duties and functions to ensure accurate and effective fiscal management of the school district.

#### **SUPERVISES:**

N/A

#### **PERFORMANCE RESPONSIBILITIES:**

NOTE: These duties and responsibilities are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

- 1) Perform cash advance draws for all federal projects.
- 2) Monitor expenditures for all federal projects.
- 3) Maintain required reporting for all federal and state projects.
- 4) Performs all functions necessary to audit and maintain property records throughout the district.
- 5) Coordinate disposition of surplus property in accordance with state and district procedures.
- 6) Assist with the payroll process as needed.
- 7) Assist with the accounts payable process as needed.
- 8) Assist the Executive Director of Support Services/Finance with preparation of the annual benefits package for employees and administration of the enrollment period.
- 9) Assist the Executive Director of Support Services/Finance in the maintenance of salary schedules and calendars.
- 10) Assist the Executive Director of Support Services/Finance in monitoring purchasing and other areas throughout the district.

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## FINANCE ACCOUNTANT (Continued)

- 11) Assist the Executive Director of Support Services/Finance in the preparation of the annual financial report, cost report, monthly financial statements for the School Board, cost center budget reports, and the annual budget.
- 12) Assist the cost centers with accounting and payroll issues.
- 13) Review all employee appointments for accuracy of coding and assignment.
- 14) Correct accounting errors in accounts payable or payroll processes.
- 15) Assist in training finance department staff as requested.
- 16) Participate in professional development activities.
- 17) Perform other duties and related work as assigned by the supervisor.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.