

# Duquesne City School District

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## Accountant

### ***Job Description Summary***

The Accountant will provide multi-level Business Office support in the areas of Accounting and Human Resources in an urban school district setting. The Accountant will manage the District's payroll and benefits administration, ensure that employee data is kept secure and be responsible for the calculation and remittance of various expenses and liability accounts.

### **Qualifications and Essential Skills**

- Bachelor's degree required.
- Two years' experience or more preferred.
- Experience in various Accounting and Human Resource functions.
- Skilled in the use of Microsoft Office, including but not limited to: Excel, Word, PowerPoint, and Outlook as well as the willingness to experiment and work with new technologies.
- Experience in working with all stakeholders, including but not limited to, community agency representatives, vendors, and other interested parties.
- Current Act 151 (Child Abuse History), Act 33 / 34 (State Criminal History) & Act 114 (FBI / Fingerprinting) clearances.
- Ability to be a working member of a team.
- Excellent organizational skills.
- Effective oral and written communication skills.

### **Essential Duties and Responsibilities**

- Assist with and monitor effective internal controls to ensure accurate financial information, safeguard District assets, and comply with regulations, accounting standards, and District policy.
- Process District and School level purchase orders including confirmation of receipt prior to liquidation. Reconcile invoices prior to submitting payment to the vendor.
- Assist with and monitor general accounting, monthly closings, preparation of adjustment to actual and budgetary accounts, payroll and benefits preparation, accounting and reporting, accounts payable, invoicing, and accounts receivable.
- Process invoices by coding and entering data using appropriate computer software; prepare invoice payment list for Business Manager and Board approval; generate check register, accounts payable checks and send payment to vendors.
- Investigate and adjust accounts payable items, as necessary.
- Post necessary ledger entries, maintain charts of accounts, maintain files for vendors and contractors; file and maintain accounting records.
- Record and track tax revenue on a weekly basis; make any bank deposits, as necessary.
- Produce reports for the School Board, Administration, governmental agencies, and other interested parties.
- Assist with period closing and work with individuals conducting audits of school district financial information.

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- Assist with the coordination of the annual audit of the District's financial records.
- Assist with the preparation of unaudited actuals in coordination of year-end audit work.
- Handle correspondence and financial analysis for personnel, negotiations, grievances, and other union business.
- Process bi-monthly district payroll, collect time sheets, maintain employee profiles and payroll files, print and distribute checks as needed.
- Process / distribute deduction checks payable to various governmental and private entities.
- Compile and submit various tax forms and reports.
- Respond to inquiries and information requests related to unemployment compensation, public assistance and retirement after consultation with the Superintendent.
- Complete Affordable Care Act reporting.
- Update and maintain new applicants file on an annual basis.
- Collaborate with off-site third-party representatives to administer employee health benefits through a self-service online benefit and payroll administration portal.
  - Administrate health insurance coverage by accurately entering employee and qualifying dependent data into benefit and payroll administration information systems.
  - Track retiree insurance and coordinate billing to ensure payments are made by retirees when applicable.
  - Ensure proper documentation is provided when an employee experiences a life qualifying event that affect coverage.
  - Reconcile monthly invoices with the payroll deduction reports to ensure statements are accurate.
  - Provide assistance to employees with issues or respond to inquiries regarding insurance.
- Collaborate with designated consultant(s) regarding all unemployment claims submitted to Duquesne City School District through Pennsylvania's Unemployment Compensation benefits system; appeal claims and attend unemployment hearings as needed.
- Process Workers Compensation claims by collaborating with the School Nurse and the District's designated third-party Worker's Compensation claims administrator.
  - Submit claims and coordinate communication between claim specialists, physicians, and District employees regarding work injury(s).
  - Ensure reporting of work injuries and physician follow-ups transact smoothly and with minimal complications.
- Collaborate with the HR Department to process current and former employee requests for employment verification, as needed.
- Refer problems before they become issues and any pressing concerns as needed to the District's Business Manager and / or Superintendent.
- Assist with completing Right-to-Know requests, as assigned.
- Assist with human resources responsibilities as needed by the Superintendent.
- Perform other duties as assigned by the Business Manager and/or Superintendent.

### **Reporting**

Reports directly to the Business Manager

### **Terms of Employment**

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Twelve-month term. Salary, work schedule, evaluation, and other conditions of employment are in accordance with current DCSD policies and procedures for Individual Employment Agreements.

## **Physical Demands**

This position requires frequent standing and / or sitting, and the ability to maneuver around a multi-level facility. The employee will be required to operate various computer / technical systems for data entry and to demonstrate technological aspects of this position as described above. This position requires moderate physical effort and is subject to Occupational Health and Safety risks. Other physical demands of this position include:

- Sitting for extended periods of time
- Lifting, carrying, pushing, pulling up to 30 pounds.
- Kneeling, crouching, bending, climbing and reaching to retrieve and handle materials and supplies.
- Manual hand / finger dexterity.
- Speak clearly and distinctly when communicating.
- Hear clearly.
- Adequate vision to perform duties.
- Seeing data and images on a digital screen / monitor clearly.

## **Work Environment**

Employees of the Duquesne City School District engage in the important and fulfilling enterprise of educating students in the City of Duquesne. Employees must believe in, value and be committed to the educability of all; must promote the school district's vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position. A sample of specific elements associated with the work environment of this position includes:

- Moderate to frequent traversing through a multi-level facility.
- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Frequently required to work at a fast pace.
- Comfort with ambiguity.
- Requires considerable concentration and creativity.
- Able to adjust daily work plans and work hours to be highly responsive to school needs.
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load, but must be able to maintain work / life balance amidst intense work demands.

## **ADA**

The Duquesne City School District will make reasonable accommodation in compliance with the American with Disabilities Act of 1990. This job description is not an exhaustive list of the duties performed for this position and will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

## **Additional Information**

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In accordance with Federal civil rights law, regulations and policies, the Duquesne City School District (DCSD) is prohibited from discrimination based on race, color, religion, national origin, age, sex, gender identity (including gender expression), sexual orientation, disability, marital status, family / parental status, income derived from public assistance program(s), political beliefs, or reprisal or retaliation for prior civil rights activity in its programs, activities, career and technical education programs or employment and provides equal access to all designated youth groups. It is the policy of the Duquesne City School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations and civil rights grievance procedures, please contact: DCSD Administration and Business Office, 300 Kennedy Avenue, Duquesne, PA 15110 or 412-466-5300.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. This job description is subject to change as determined by the Superintendent of Schools.*

**Accountant:**

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Signature

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Date