

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

BUSINESS OFFICE

4509 Accountant

Page 1 of 4

JOB TITLE: ACCOUNTANT

REPORTS TO: Supervisor of Accounting

SUPERVISES: Designated Accounting Office Personnel

NATURE AND SCOPE OF JOB:

Under the direction of the Supervisor of Accounting, the Accountant performs accounting work and assists in maintaining the accounting system for the school district.

QUALIFICATIONS:

The Accountant shall:

1. Hold a Bachelor's Degree in Accounting from an accredited college or university.
2. Have one (1) year professional accounting or auditing experience.
3. Hold a valid driver's license with no serious violations.
4. Have excellent integrity and demonstrate good moral character.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position..
7. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4..

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

BUSINESS OFFICE

4509 Accountant

Page 2 of 4

12. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATIONS OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript

EMPLOYMENT TERMS:

The Accountant shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Accountant shall:

1. Maintain a system of records, controls, and accounting procedures in accordance with generally accepted accounting principles (GAAP), applicable regulations, and Board policies, submitting all summaries and reports in a timely fashion.
2. Maintain financial records that support the development of the School Business Administrator/Board Secretary monthly report to the Board. Prepares deposits and other tasks associated with this report.
3. Prepare information for the Treasurer of School Monies.
4. Assist in the preparation of data for the auditors and for CAFR.
5. Assist in the processing of purchase orders.
6. Compile statistical and financial data as directed by the Supervisor of Accounting.
7. Reconcile and transmit reports and payments.

8. Evaluate the accounting system to ensure that the methods and procedures are cost effective and efficient, making recommendations for needed changes.
9. Assist the School Business Administrator/Board Secretary with budget preparation.
10. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
11. Attend required meetings and serve, as appropriate on staff committees.
12. Use computers and/or electronic equipment to fulfill job functions.
13. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
14. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
15. Participate in appropriate in-service and workshop programs and attend any required meetings.
16. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
17. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
18. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

BUSINESS OFFICE

4509 Accountant

Page 4 of 4

5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Supervisor of Accounting shall evaluate the Accountant in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Dr. Edwin Duroy

Approved

12-10-2003

Date

Signature on file in Human Resource Services.