

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

BUSINESS OFFICE
4516 Senior Accountant
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JOB TITLE: SENIOR ACCOUNTANT

REPORTS TO: Accounting Supervisor

SUPERVISES: Assigned Support Staff

NATURE AND SCOPE OF JOB:

The Senior Accountant designs, organizes and manages fiscal reporting processes and accounting programs.

QUALIFICATIONS:

The Senior Accountant shall:

1. Hold a Bachelor's degree in accounting from an accredited College or University.
2. Have managerial experience in accounting and State/Federal Reporting beneficial.
3. Preferred CPA/RMA certification.
5. Have excellent leadership and organizational skills and the ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
10. 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.
11. 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.
12. 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.

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13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION 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 Senior Accountant shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Senior Accountant shall:

1. Design, manage and maintain accounting records of the district's assets, liabilities
2. Manage, direct and oversee the work of staff accountants.
3. Design a system for and process all revenues, including accounts receivables and tuition receivables.
4. Responsible for all internal, district, State and Federal financial reports and to ensure that such reports are filed correctly and in a timely manner.
5. Operate electronic and other equipment needed to carry out job functions and responsibilities.
6. Review and approve all posting requests and personnel actions for all grants.
7. Approve monthly and quarterly reports for the special revenue grants.
8. Attend required meetings and serve, as appropriate on staff committees.

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9. Prepare report and charge grants quarterly for appropriate expenditures.
10. Charge Fund 15 School Based Budgets for the federally funded portion from Special revenue and the General Fund portion.
11. Display the highest ethical and professional behavior in working with, school personnel, and outside agencies associated with the school. Serve as a role model for staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
12. Use computers and/or electronic equipment to fulfill job functions.
13. Prepare the Reimbursement to State of NJ Report for Pensions and Social Security (Federally Funded Programs).
14. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
15. 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.
16. Verify the expenditures and enter the Nonpublic Project Completion Reports for all Nonpublic grants into the state's website system. Also, enter the Report on Nonpublic Auxiliary and Handicapped Services into the state's website.
17. Enter all grant adjustments and corresponding revenue into the computer system.
18. Assign grant program numbers and revenue codes in accordance the NJ State 2R2 handbook regulations.
19. Prepare monthly the reimbursement report and draw down the cash for the expended funds for all grants. Monitor cash flow to ensure that reimbursement requests for federal grant awards are submitted in a timely manner for the actual amount of the incurred expenditures.
20. Meet with Grant Personnel and Accounting Supervisor as necessary to report grant performance.

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21. Provide Grant personnel financial reports regularly to review and to ensure compliance that funds are being expended within the grant period.
22. Prepare the consolidated summary audit schedule (K) and individual audit schedules (E) for each grant detailing the expenditures and revenue for all grants at year end for the CAFR.
23. Make payment adjustments for the state aid revenue reduction for special services.
24. Audit student activity accounts. Routinely conduct examinations of all financial records (at least quarterly) to ensure compliance.
25. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Accounting 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.
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.

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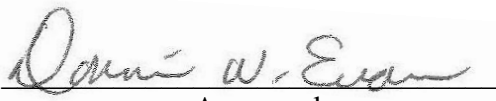
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2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of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

EVALUATION:

The Accounting Supervisor shall evaluate the Senior 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.


Approved

5-1-2015
Date