



5301 Monona Drive, Monona, WI 53716

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www.mononagrove.org

Position Description

Position Title:	Accounting Specialist
Department / Location:	District Office
Reports to:	Deputy Superintendent
Employees Supervised:	None
Classification:	Non-represented
FLSA Status:	Non-Exempt
Pay Grade	Support Staff Non-exempt Grade 5
Created / Revised:	August 12, 2025

Position Summary

The Accounting Specialist supports the financial and operational functions of the District by managing a wide range of accounting, administrative, and compliance responsibilities. This position processes accounts receivable, maintains accurate financial records, prepares reports, and ensures adherence to District policies, Wisconsin Department of Public Instruction (DPI) requirements, and generally accepted governmental accounting practices. Key responsibilities include overseeing the District-wide facilities rental program, coordinating the management of the District vehicle fleet, administering property and casualty insurance processes, and preparing state and federal grant reimbursement claims. The Accounting Specialist also assists with budgeting, audit preparation, and financial reporting, while providing exceptional customer service to staff, vendors, and community members. This role requires attention to detail, strong organizational skills, and the ability to manage multiple priorities with accuracy and efficiency.

Essential Duties and Responsibilities

1. Process accounts receivable, including preparing and sending invoices, recording payments, and reconciling accounts.
2. Manage the District-Wide Facilities Calendar, including processing and approving rental requests for facilities, fields, and the pool; maintaining the rSchoolToday database; coordinating with internal and external clients;

ensuring compliance with district policies; and overseeing related scheduling, invoicing, and payment tracking

3. Oversee all aspects of the District's vehicle fleet, including driver approval and compliance checks, vehicle registration and insurance documentation, warranty/recall coordination, personal vehicle use authorization for student transport, and maintenance scheduling.
4. Assist with renewal, claims management, and documentation for the District's property and casualty insurance, including student accident, liability claims, and certificates of insurance.
5. Keep record of all bank account balances and monitor cash flow.
6. Maintain accurate and organized financial records in compliance with district policies, Wisconsin Department of Public Instruction (DPI) requirements, and generally accepted accounting practices for governmental entities.
7. Prepare and submit state and federal grant reimbursement claims, ensuring all supporting documentation meets applicable regulations and grant guidelines.
8. Coordinate, track and submit Monona Grove Education Foundation grants.
9. Assist with monthly, quarterly, and year-end financial closings, including bank reconciliations, journal entries and report preparation.
10. Support budget tracking by monitoring revenues and expenditures, and providing reports to administrators.
11. Prepare reports for Board of Education meetings, audits, and other required submissions.
12. Assist in compiling documentation for annual audits and DPI reporting.
13. Provide excellent customer service to district staff, vendors, and community members regarding financial inquiries.
14. Assist with special projects and other finance-related tasks as assigned by the Deputy Superintendent.

Required Qualifications

1. High school diploma or equivalent.
2. Two or more years of experience in bookkeeping, accounting support, or related clerical work.
3. Proficiency in Microsoft Office Suite (Excel, Word, Outlook) and ability to learn district financial software.
4. Strong attention to detail, accuracy, and organizational skills.
5. Ability to handle sensitive information with discretion and maintain confidentiality.
6. Effective verbal and written communication skills.
7. Ability to work independently, prioritize tasks, and meet deadlines.

Preferred Qualifications

1. Experience in a public school district, municipal, or other governmental setting.
2. Familiarity with Wisconsin public school finance and DPI reporting requirements.
3. Experience with Skyward Finance or similar accounting software.

Knowledge, Skills and Abilities

1. Strong Interpersonal and communication skills to courteously and effectively communicate with staff, administrators, Board of Education and the public.

2. High degree of accuracy and organization.
 3. Maintains current knowledge of accounting standards.
 4. Ability to multitask, prioritize duties and work independently.
 5. Dependability, integrity and ability to maintain confidentiality.
 6. Ability to read and interpret documents such as accounting statements, business correspondence, government regulations and procedure manuals.
 7. Ability to work with mathematical concepts.
 8. Ability to effectively present information and respond to questions from administration, staff and outside personnel.
 9. Ability to define problems, collect data, establish facts, and draw valid conclusions.
 10. Ability to deal with problems involving several concrete variables.
 11. Ability to perform duties with awareness of all district requirements, accounting standards and Board policies.
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Working Conditions

1. Primarily an office setting within the district's business office.
 2. Frequent use of a computer and other standard office equipment.
 3. Occasional lifting of up to 25 pounds may be required.
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Physical Requirements

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.
2. Must be able to perform physical work, occasionally lifting up to 30 pounds in both indoor and outdoor settings.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer, and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment such as fax machine, copier, etc.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to

perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.