



WHITE SETTLEMENT

INDEPENDENT SCHOOL DISTRICT

Job Title: Accountant

Days: 226

Reports to: Director of Business

FLSA Status: Non-Exempt

Dept./School: Business Office

Revised: September 2024

Primary Purpose:

Under the supervision of the Director of Business, the School District Accountant will manage and oversee the district's accounting functions. This includes maintaining accurate financial records, ensuring compliance with district policies, and meeting state and federal reporting requirements. Responsibilities include daily cash management, tax collection, budget reconciliation, and timely preparation of financial reports.

Qualifications:

Education/Certification:

- High School Diploma or GED (required).
- Additional relevant school district experience preferred.

Special Knowledge/Skills:

- Proficient in financial applications and accounting principles.
- Strong communication, public relations, and interpersonal skills. Proficient in using computers and software, including Microsoft Office Suite.
- Ability to implement and adhere to policies and procedures.
- Skilled in interpreting financial data and managing budgets.

Experience:

- Minimum of five (5) years experience in school business management or a related field.
- Experience in a school district or public sector environment preferred.

Primary Responsibilities:

Fiscal Management:

1. Manage daily cash flow and monitor district investment accounts for optimal investment opportunities.
2. Maintain the district's investment portfolio.
3. Prepare statements and reports for monthly bank reconciliations, excluding the activity fund.
4. Prepare and post budget amendments, additions, and changes to the general ledger.
5. Track and maintain accurate tax collection records.
6. Prepare and record journal entries.

7. Record and post cash receipts to the general ledger.
8. Process bond and/or loan payments as required.
9. Monitor bank account balances and make necessary transfers to clearing accounts.
10. Transmit Positive Pay and NACHA files to the bank for all accounts payable, payroll, and benefits payments.

Policy, Reporting, and Compliance:

11. Ensure all financial operations comply with federal and state laws, State Board of Education rules, and local board policies.
12. Compile, maintain, and submit all required physical and computerized financial reports and records.
13. Evaluate and prepare monthly financial reports related to external partnerships (e.g., YMCA); prepare related invoices.
14. Process check requests as necessary.
15. Support depository contract bids and maintain security pledges, including letters of credit.

Other Responsibilities:

16. Contribute to district-wide cost-effectiveness initiatives.
17. Document daily processes, such as cash receipts posting and cash balance checks.
18. Report any concerns or financial discrepancies to the Director of Business.
19. Perform other duties as assigned by the Director of Business.

Supervisory Responsibilities:

- None.

Equipment Used:

- Personal computer, printer, copier, scanner, calculator, and other office equipment.

Working Conditions:

Mental and Physical Demands:

- Work with frequent interruptions.
- Repetitive hand motions and frequent prolonged use of computer and office equipment.
- High attention to detail and accuracy required to meet deadlines.
- Occasional extended hours.

The above statements reflect the general duties and responsibilities of this position and are not intended to be an exhaustive list of all tasks.

Signature: _____

Date: _____