



WHITE SETTLEMENT

INDEPENDENT SCHOOL DISTRICT

Job Title: Activity Funds Accountant

Days: 226

Reports to: Director of Business

FLSA Status: Non-Exempt

Dept./School: Business Office

Revised: September 2024

Primary Purpose:

The Activity Funds Accountant is responsible for managing and maintaining accurate accounting records for the District's activity funds. This role involves compiling, analyzing, and reporting financial data while ensuring compliance with applicable laws, policies, and procedures. The accountant will provide guidance on best practices for financial management within the district and support campus and department personnel in fundraising and accounting processes.

Qualifications:

Education/Certification:

- High School Diploma or GED (required).
- Additional coursework in accounting or bookkeeping preferred.
- Relevant school district experience preferred.

Special Knowledge/Skills:

- Proficiency in accounting principles and financial applications.
- 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, managing budgets, and preparing reports.

Experience:

- Minimum of two (2) years experience in school business, financial record-keeping, or a related field.
- Progressive experience with managing financial records and reconciling accounts.
- Experience in a school district or public sector environment preferred.

Primary Responsibilities:

Fiscal Management:

1. Maintain and manage comprehensive financial records for the District's activity funds independently.
2. Monitor expenditures and ensure the availability of funds for transactions.
3. Process purchase orders and payments for activity fund expenditures in accordance with district guidelines.
4. Reconcile the activity fund bank account monthly and process activity funds checks on a weekly basis.

5. Assist campus and department staff in balancing Skyward reports with sponsor reports.
6. Provide training to campus and department personnel on fundraising and activity fund procedures.
7. Conduct biannual audits of activity fund ledgers for accuracy and compliance.
8. Recommend and implement improvements for the efficiency of activity account processes.
9. Assist in updating and maintaining the District's Activity Funds Manual as needed.
10. Administer online payment systems and manage Skyward Fee Management processes.

Policy, Reporting, and Compliance:

11. Ensure all activity funds 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.

Other Responsibilities:

13. Contribute to district-wide cost-effectiveness initiatives.
14. Document daily processes, such as cash receipts posting and cash balance checks.
15. Report any concerns or financial discrepancies to the Director of Business.
16. 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: _____