San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Accountant	**Exemption Status:**	Exempt
Reports to:	Asst. Supt. of Finance and Operations	**Pay Grade:**	02
Works with:	District Personnel	**Days:**	226
Dept./School:	Business Office	**Date Revised:**	03/11/2020

Primary Purpose:

Perform professional accounting work involving compilation, consolidation, analysis and reporting of financial data.

Prerequisites:

- Bachelor's Degree in Accounting

Special Knowledge/Skills:

- Knowledge of governmental accounting and auditing principles established by the (GASB)
- Knowledge of computerized accounting systems
- Ability to analyze and interpret financial data, evaluate accounting problems, develop data, and recommend improved procedures
- Ability to utilize software to develop complex accounting reports, spreadsheets, and databases
- Effective organizational skills

Major Responsibilities and Duties:

1. Classify, record, and summarize numerical and financial data to compile and maintain financial records according to governmental accounting principles and district procedures.
2. Compute and prepare data for journal entry and budget transfers.
3. Prepare income statements, balance sheets, consolidated statements, and other reports.
4. Monitor and reconcile expenditures with budget availability.
5. Set up and maintain account controls, logs, and files.
6. Perform cost accounting activities, bank reconciliation, or accounting for grant expenditures.
7. Review and verify accuracy of journal entries, accounting methods, and procedures.
8. Work with administrators, principals, directors, and staff regarding budget and accounting issues.
9. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
10. Compile, maintain, and file all reports, records, and other documents required, including auditable records auditable records and financial statements.
11. Assign work to accounting clerks and other employees engaged in accounting activities.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: Nate Cannan, Ed.D Date 4/28/2020