



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 III

Exemption Status: Exempt

Reports to: Asst. Supt. of Finance & Operations

Pay Grade: 06

Works with: District Personnel

Days: 226

Dept./School: Administration

Date Revised: 08.03.2020

Primary Purpose:

Directly responsible for maintaining data processing records in such a condition to comply with TEA Resource Guide.

Prerequisites:

- Bachelor's Degree in Accounting; and
- Four to Five years accounting experience required.

Special Knowledge/Skills:

- Five years' experience in school district accounting and/or school audit experience

Major Responsibilities and Duties:

1. Coordinate the functions of the business office to ensure that all finance and payroll transactions are recorded and reconciled accurately.
2. Verify deposits for all funds coming into the district other than taxes, partial payments and retiree insurance payments.
3. Post tax deposits and adjustments to revenue and general ledger accounts and tie in with tax office balances, in general, keeping revenue ledger and tax receivable in balance with tax office.
4. Verify and reconcile all tax payments and post payroll tax information for preparation of the tax reports to IRS.
5. Issue and post checks for school paid insurance contributions and make deposits. Prepare and post journal vouchers for inter-fund transactions.
6. Prepare post and issue 1099's. Verify W-2, 941's, TRS, and all other required reports.
7. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
8. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
9. Ensure that all financial obligations of the school district (accounts payable, notes payable, bonded indebtedness, and payroll) are met on a timely basis.

10. Implement and maintain internal control procedures to ensure the safeguarding of assets and reliability of accounting data and to promote operational efficiency and ensure adherence to prescribed procedures.
11. Oversee the auditing program for all district funds and work cooperatively with the district's independent and internal auditors in conducting periodic audits and annual audit.
12. Perform cost accounting activities, bank reconciliation, and federal reimbursement reports.
13. Review and verify accuracy of journal entries, accounting methods, and procedures prior to close of monthly transactions.
14. Review and verify and post all end of year entries and close the fiscal year. Post adjusting entries and roll over ending balance sheet.
15. Preparation of budget for New Year (forms, assistance, computer input, etc.)
16. Preparation of amended budget- assistance as needed.
17. Computer maintenance of PEIMS (financial portion), new accounts, parameters etc.
18. Preparation and maintaining the PEIMS yearly budget section.
19. Work with administrators, principals, directors, and staff regarding budget and accounting issues.
20. All other duties as assigned.

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

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: _____

Date _____