Job Descriptions
MOORE PUBLIC SCHOOLS

Job Title: **Accountant**

Qualifications:

Education: Bachelor's degree in Accounting; M.B.A. preferred. Must have at least 21 credit hours in accounting.

Training/Experience Required: 2-3 years of school administration experience; Practical experience in financial and/or managerial auditing preferred; Experience in Governmental Accounting and Budgeting preferred.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions, and respond to inquiries. Includes filling out forms. Knowledge of data processing concepts; knowledge of Generally Accepted Auditing Standards (GAAS); knowledge of Generally Accepted Accounting Principles (GAAP); knowledge of computerized accounting systems.

Data Recording/Record Keeping: Performs data recording/record keeping operations, determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, and regulations.

Job Goal (Purpose of Position): Performs supervisory/administrative level duties under the general supervision of the Executive Director of Financial Services to plan, coordinate, and supervise the accounting operation of the District to improve the productivity of all employees; to promote the overall efficiency of the school system; and maximize the educational opportunities and benefits available to each child. An incumbent in this position will utilize discretion, ingenuity, and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact with persons outside the district, which requires tact and diplomacy, independent judgment, and problem-solving skills; interpreting policies and procedures based on experience.

Performance Expectations:
The incumbent/employee will need to:
(A) Be customer-focused to resolve problems effectively.
(B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances.
(C) Manage resources with fiscal responsibility while maintaining proper accountability of records.
(D) Manage information and communications with staff and public effectively.
(E) Conduct short and long-range planning to set and/or attain district goals and objectives.
(F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems.
(G) Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals.
(H) Contribute to the quality of district programs, including extracurricular programs; be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):
1. Coordinates various accounting functions through the General Ledger to include, but not limited to:

General Ledger/Financial Statements/Journal Entries
Purchasing/Accounts Payable
Treasury/Cash Receipts and Revenues
Treasury/Warrants Issued and Paid
Payroll Recording
Food Service
Activity Accounts
Internal Reviewer and Solver of Accounting Problems
Data Processing Integration

2. Demonstrates knowledge of internal auditing procedures and standards, sound management control, data processing concepts, and management principles.

3. Demonstrates ability to plan and develop tests under the direction of a supervisor to determine whether the financial areas within the organization are meeting applicable policies and procedures.

4. Assists in the examination of financial records within various divisions of the District to determine how to operate in a more economical and efficient manner.

5. Ascertains the extent to which District funds are used to purchase materials and equipment, how they are accounted for, and safeguarded from losses of all kinds.

6. Assists management in the analysis of the financial operations in the areas of business, budget, and financial management, to identify and develop methods to improve the efficiency, economy, and effectiveness.

7. Conducts reviews and monitor as needed, of school activity of funds.

8. Examines monthly reports of school activity funds.

9. Informs financial secretaries and building administrators about policies, State Board of Education rules and regulations, accounting principles, and state laws.

10. Oversees the administration of accounting, payroll, treasurer responsibilities, and other duties as assigned.

11. Reviews reconciliation of all bank statements of the District.

12. Must receive a minimum of 40 hours per year required of continuing education to stay informed of current practices in accounting.

13. Performs other duties as assigned by the Executive Director of Financial Services.

Supervision Exercised: An incumbent supervises a small staff of employees. Has responsibility to recommend hiring/firing; develop training, and to evaluate employees.

Reports To: Executive Director of Financial Services

Physical/Mental Requirements and Working Conditions:
Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before audiences.

Terms of Employment: 250 days

Salary: To be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy

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