

Accountant

Purpose Statement

The accountant supports department activities by managing fiscal, payroll, and/or grant processes and processing, recording, updating, and reconciling financial information in compliance with established policies. This role works closely with both the rest of the accounting department and also school administration and other departments, providing accounting support across the entire district.

Supervisory Relationship

Reports to: Director of Accounting

Essential Functions

- **Analyze Financial Information:** Identify potential budget variances, compile statistical data, and ensure compliance with financial practices and regulatory requirements.
- **Assist Auditors:** Provide necessary documentation and information for internal audits.
- **Compile Financial Data:** Gather financial information related to work assignments for documentation and processing.
- **Maintain Financial Records:** Ensure the availability of documentation and compliance with policies and guidelines.
- **Monitor Grant Accounts:** Ensure accuracy of allocations, adherence to budget limits, and prepare grant requests for funds and other required reporting.
- **Payroll Processing:** Provide leadership role in the processing of payroll for both hourly and salaried staff.
- **Prepare Financial Reports:** Document activities, provide references, and comply with financial and administrative requirements.
- **Process Financial Information:** Update, distribute, and authorize financial information following established accounting practices.
- **Recommend Policies and Procedures:** Advise on accounting-related issues to provide direction and decision-making support.
- **Reconcile Financial Data:** Maintain accurate account balances and compliance with accounting practices.
- **Research Financial Discrepancies:** Ensure accuracy and adherence to procedures before processing.
- **Respond to Inquiries:** Facilitate communication and provide guidance to various parties, including district employees, state and federal agencies, and auditors.
- **Support Department Personnel:** Provide orientation and procedural guidance to ensure efficient processing within policy and regulatory guidelines.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Apply district, state, and federal policies and regulations.
- Operate standard office equipment and software applications.
- Perform accounting procedures and maintain accurate records.
- Work independently on day to day routine tasks.

Knowledge

- Accounting principles and budget processing.
- Microsoft Excel, including formulas for compiling and analyzing data efficiently.
- Practical problem-solving skills.

Abilities

- Establish and maintain effective working relationships.
- Maintain confidentiality and adapt to changing priorities.
- Set priorities, meet deadlines, and handle detailed information.
- Work flexibly with diverse individuals and data.

Responsibility

Work under limited supervision following standardized practices. Direct other personnel within a small work unit. Monitor budget expenditures. Utilize resources from other work units as needed. Some opportunity to impact the organization's services.

Work Environment

Some lifting, carrying, pushing, pulling, stooping, kneeling, crouching, crawling, and fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience

Job-related experience with increasing levels of responsibility is desired

Education

Bachelor's degree in a job-related area

Certificates and Licenses

Certified Public Accountant (CPA) certification preferred, but not required

Continuing Education/Training

Participate in ongoing training as required

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

PF

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.