

St. Tammany Parish School Board Department of Human Resources JOB DESCRIPTION	Division: Finance Department Title: Chief Accountant (FLSA Exempt)		
Performance Responsibilities Design and Evaluation-Supervises the design and evaluation of financial operations and personnel accounting. Assists the Chief Financial Officer in making annual projections and recommendations on all matters necessary to develop the budget for the School System. Any and all duties as assigned by Director of Business Affairs Leadership- Provides leadership in all matters related to financial and accounting operations in the School System. Supervises, directs, and evaluates any employee under direct supervision. Assists employees in all matters related to insurance, payroll, and other related problems. Advises the System on financial, administrative, and operational aspects of new or proposed programs. Assists appropriate administrators in operating within approved budgets. Management-Initiates practices and procedures designed to maintain an adequate business operation for the School System. Assists the Chief Financial Officer in the preparation of budgets, formation of insurance programs, payrolls, and general accounting. Maintains an efficient system of accounting for revenues and expenditures in such a way as to produce unqualified audit reports. Manages all financial procedures required for the expenditure of federal monies, including the food service budget. Reviews all requisitions and work orders for proper assignment of fund and ledger charges. Prepares the Annual Financial and Statistical Report for the State. Prepares the Annual Financial Statements for the Legislature Auditor. Student Services-Initiates practices and procedures designed to promote the success and well-being of students. Assists in the purchase of materials, supplies, and equipment for the School System. School/Community Relations-Initiates procedures which insure effective school/community relations. Works to achieve maximum understanding and support of public education. Cooperates with principals, supervisors, and directors to provide a total educational program for students. Professional Development-Plans for professional self-development. Uses evaluations to grow professionally. Participates in activities that will facilitate professional growth and development. Makes use of recommendations for improvement. Minimum Qualifications: United States citizen or authorized alien Bachelor's Degree in accounting, business administration, or a related field At least three (3) years of responsible work experience in Governmental Accounting or Governmental Auditing is required CPA certificate is desirable Physical and mental stamina and abilities to perform job functions, tasks, and duties Terms of Employment: Twelve (12) months Reports to: Chief Financial Officer Supervises: Employees in the Accounting and Payroll Departments Approved by: _____DATE: _____ Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position. Reviewed and Agreed to by: _____DATE: _____ Employee _____ Employee's Name (Please Print) _____ Employee Identification Number			
Original – Human Resources Department	Copy – Supervisor	Copy – Employee	Revised 2021