

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

JOB DESCRIPTION

TITLE: Staff Accountant (FLSA Status:Exempt)

MINIMUM QUALIFICATIONS: A Bachelor’s degree in Accounting, Business Administration, or a related field with at least one (1) year of work experience in appropriate accounting field or full time accounting experience with a school system may be substituted on a year to year basis.

REPORTS TO: Chief Accountant

SUPERVISES: Accounting Clerical Personnel

ESSENTIAL JOB FUNCTIONS:

- 1) Design and Evaluation- shares responsibility of financial operations of the School Board.
Develops goals and objectives designed to provide efficient operation of all assignments.
Develops personal goals and objectives to improve performance.
Reviews and improves services on an ongoing basis.
- 2) Leadership- assumes leadership for implementing efficient operation of assignments.
Exhibits professionalism in dealing with all employees.
Shares Supervision of Accounting Department.
Assists appropriate administrators to operate within approved budgets.
Works to achieve maximum cooperation between and within agencies and departments to promote effective operations.
- 3) Management- implements practices and procedures designed to maintain effective business operations for the School System.
- 4) Business Operations for the School System.
Reconciles bank statements.
Works closely with State Auditors and/or CPA firms to facilitate accurate and objective evaluation reports of the system.
- 5) Student Services- initiates procedures and practices which promote the success and well-being of students.
Assists in supervising the Accounting Department.
- 6) School/Community Relations- initiates procedures, which insure effective school/community relations.
Works to achieve maximum understanding and support of public education.
Cooperates with supervisors, principals, directors, coordinators, etc. to provide a total educational program for students.
Communicates financial procedures and programs to appropriate personnel and agencies.
Works with supervisors and other personnel to solve problems

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs any other duties as assigned by the Chief Accountant.

PHYSICAL DEMANDS:

- 1. Possess physical skills and stamina to perform job responsibilities.
- 2. Must tolerate constant periods of sitting while operating from the computer keyboard.
- 3. Must be able to use hand and finger activities to handle or feel objects, and use tools or controls such as a calculator.
- 4. Must be able to stand, walk, stoop or work from a bending position in performing job duties.
- 5. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manual computer runs, files, manuals, books, etc.
- 6. Must on occasion run, load, and unload equipment.
- 7. Must be able to lift equipment, forms and boxes.

TERMS OF EMPLOYMENT: Twelve months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by:_____ **Date:**_____

Reviewed and
Agreed to by:_____ **Date:**_____
(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number