

Accountant

Dept/Div: Business Office/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled technical work assisting with general accounting functions; district accounts payable, and related work as apparent or assigned. Work is performed under the limited supervision of the Executive Director of Business Services.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Serves as a liaison for the Food and Nutrition program including implementation and monitoring, audit and approval of invoices, providing support of food service sites and training of employees.

Maintains and reconciles general ledger accounts, bank statements/accounts, cards, direct deposits, checks, grants, and district liabilities; assists in compiling and analysis of district expenditure budgets.

Prepares tuition and other invoices; processes cash application and monitors accounts receivable estimates.

Prepares, posts, and verifies the accuracy of journal entries; analyzes general ledger accounts and records entries in accordance with Generally Accepted Accounting Principals (GAAP).

Completes moderately complex accounting assignments and ensures that comprehensive accounting records are maintained in an organized manner.

Coordinates administrative review of various programs and policies, including Food and Nutrition as well as Local Wellness.

Updates expenditure entries via state reporting systems (SEDRA) to accurately reflect current expenditures and capture appropriate state aid.

Prepares and files required reports to ensure compliance with tax, grant, and audit requirements, including fiscal year end account analysis and journal entries to reflect current year budget. Facilitates all local, state, and federal financial compliance reporting.

Interprets state and federal funding regulations and ensures all revenue and expenses are reported consistent with Uniform Financial Accounting and Reporting Standards (UFARS) and Government Accounting Standards Board (GASB) accounting guidelines.

Prepares the cashflow projection spreadsheet to outline cashflow needs under the direction of the Executive Director of Business Services.

Serves as a backup to other positions within the finance department.

Performs other duties, as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and procedures of school financial administration; thorough knowledge of the general laws and administrative policies governing school budgeting and financial practices and procedures; thorough knowledge of account structure and database management; general knowledge of standard office procedures, practices and equipment; comprehensive skill using a computer and applicable hardware and software; comprehensive skill operating standard accounting software systems; ability to maintain a working level knowledge of District financial software; ability to forecast financial capabilities; ability to maintain a wide variety of financial records; ability to develop and present ideas effectively, orally and in written form; ability to make arithmetic computations using whole numbers, fractions and decimals, ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships associates, the School Board, associates, vendors, various agency representatives and general public.

Accountant

Education and Experience

Bachelor's degree with coursework in accounting, finance, or related field and considerable experience in accounting with a school district or local government, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work occasionally requires exposure to bloodborne pathogens and bodily fluids and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Certified Public Accountant (CPA) preferred.

Last Revised: 5/15/2020