

Role Description

POSITION TITLE: Accountant

QUALIFICATIONS:

- Degree in Accounting and/or Business Administration preferred
- Minimum of five (5) years of successful experience in accounts payable and bookkeeping procedures.
- Assists the Chief School Financial Officer (CSFO) in the effective and efficient operation of the Finance Department in compliance with Board approved policies, GAAP, and applicable laws and regulations.
- Proficient experience with MCAI accounting software required and attendance systems preferred.
- Demonstrates skills in problem solving, multi-tasking and dealing effectively and professionally with the public and other employees of the school system.
- Demonstrated aptitude and competence for assigned responsibilities
- Alternatives or additions to the above qualifications as may be deemed appropriate by the Board of Education.

JOB GOAL: To assist the CSFO with the fiscal affairs of the school system and to complete required financial transactions for each local school.

REPORTS TO: Chief School Financial Officer

PERFORMANCE RESPONSIBILITIES:

1. Processes all accounts payable.
2. Maintains all purchase order encumbrances for assigned funds.
3. Assists with service reports, employee sick and personal leave data, and time sheets for assigned personnel.
4. Manages fixed asset inventory for the school system.
5. Maintains files, receiving, checking, submitting, and inventory on all state owned textbooks.
6. Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper coding.
7. Maintains payroll and accounting records that will be efficient, maintains internal control, and provides useful reports as needed.
8. Responsible for monthly assigned Bank Reconciliations, posting of cash receipts and conducting banking functions as directed by the CSFO.
9. Responsible for monthly LSA Reconcilements and importing into the Central Office Books.
10. Prepares special financial studies as requested and participates in all Budget preparations.
11. Plans work flow towards accomplishing the tasks efficiently within limited time periods and possesses physical and emotional ability and dexterity as needed to perform required work in a fast-paced, high intensive work environment.
12. Aids in monthly preparation and uploading of State financial data and works with Certified Public Accountants in their annual audit.
13. Adheres to school system rules, administrative procedures, local board policies, and state and federal rules and regulations.
14. Engages in professional growth and demonstrates professional ethics and leadership.
15. Shows initiative and demonstrates cooperative spirit.
16. Performs other such duties as required or assigned by CSFO.

TERMS OF EMPLOYMENT: Twelve (12) months 240 days – 7.5 hours per day.

SALARY: Accountant/Payroll Officer Salary Schedule
(Actual salary will be determined upon verification of experience and education.)