

SPARTANBURG COUNTY SCHOOL DISTRICT TWO

JOB DESCRIPTION

TITLE: Staff Accountant

FLSA: Exempt

SUMMARY:

Under direction, performs advanced professional accounting work in the development and maintenance of accounting systems and analysis of accounting and other business processes for the school system. Work involves the maintenance of complex accounting and other business systems and preparation of a variety of financial reports and statements. The position is assigned responsibility for major segments of an accounting system, providing functional supervision and control of day-to-day, monthly & yearly transaction reporting, balancing, and reconciliation. The work requires considerable technical judgment to ensure accurate accounting of often complex and unusual financial transactions. The position reviews accounting and other business system processes for continuous improvement, recommends process changes, and documents procedures.

REPORTS TO:

Director of Finance

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Perform monthly bank reconciliations
 - Process payroll for classified staff
 - Review and reconcile outstanding checks and prepare unclaimed property reporting
 - Review and approve purchasing card transactions
 - Serve as backup to accounts payable processing
 - Assist and maintain department budgets
 - Process general journal entries as needed
 - Process monthly payroll deductions
 - Process quarterly federal and state payroll tax reports
 - Serve as System Administrator for software utilized in the Finance Department
 - Provides technical assistance to schools on financial matters on a regular basis
 - Assist with reconciliation of fixed assets and inventory
 - Review W9 vendor file and establish new vendors
 - Assist with year-end close out and audit preparation
 - Works with others consistently in a cooperative and respectful manner
 - Ensure communication with both internal and external personnel is professional and accurate
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- **Performs other duties as assigned by the Director of Finance and/or Chief Financial Officer.**
 - Works with others consistently (internal and external/public and private) in a cooperative and respectful manner.

- Ability to be flexible and effectively multi-task without loss of efficiency in meeting established timelines.
- Ensures that communication with both internal and external personnel is both professional and accurate.

Desired qualifications for applicants applying for this position are as follow:

- Bachelor's degree from an accredited college or university in accounting or related business field
- 3-5 years' experience in accounting
- Considerable experience in the preparation of financial statements and analytic reports
- Substantial experience implementing/maintaining large accounting systems, including experience producing reports in a client/server environment
- Excellent communication skills and attention to detail
- Ability to work independently with minimal supervision and/or in a team environment
- Be able to research and make decisions
- Strong working knowledge of Microsoft Excel and Word required

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The applicant is responsible for the performance of other related duties as assigned/required.

Shift Type: Full-Time
Salary Range: Salaried
Location: District Office

FILING DEADLINE:

Open Until Filled

LETTER OF INTEREST AND RESUME:

Interested applicants should complete an online application at www.spart2.org

Spartanburg School District Two believes it has the obligation to provide the best administrative and supervisory personnel available for the district regardless of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age (40 or older), genetic information, national origin, or any other applicable status protected by local, state, or federal law.