

JOB DESCRIPTION

JOB TITLE: Accountant OFFICE: Business Office

REPORTS TO: Accounting Supervisor PAY GRADE:

WORKS WITH : District Personnel **WAGE/HOUR:** Exempt

I. ROLE AND PURPOSE:

Assist in preparation of budgets, review Federal Programs financial application, prepare quarterly reports and be responsible for Local Maintenance accounts payable.

II. QUALIFICATIONS:

- A. Minimum Certification/Education:
Bachelor Degree in Accounting or equivalent experience preferred
- B. Special Knowledge/Skills:
Proficiency in typing, 10-key calculator, word processing & computer skills necessary
- C. Minimum experience:
Five years experience in school district accounting and/or school audit experience

III. MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists with accounts payable for all funds & reports for board meetings
2. Payment of bonds and interest for debt services fund
3. Financial reports for all federal programs
4. Maintain control accounts for all accounts payable
5. Preparation of budget for new year (forms, assistance, computer input, etc.)
6. Preparation of amended budget - assistance as needed
7. Budget transfers plus scheduled printouts for balances to all organizations
8. Computer maintenance of PEIMS(financial portion), new accounts, parameters, etc.
9. Preparation and maintaining the PEIMS yearly budget section
10. Reconcile bank statements for general operating funds, accrual fund, debt service fund, payroll fund and tax clearing fund
11. Issue payroll transfers for all payroll runs
12. Make deposits for funds coming into the district other than taxes, partial payments and retiree insurance payments
13. Post tax deposits and adjustments to revenue and general ledger accounts and tie in with tax office balances, in general, keeping revenue ledger and tax receivable in balance with tax office
14. Post all office checks for all funds
15. Make tax payments by phone and posts payroll tax information for preparation of the tax reports to IRS
16. Issue and post checks for school paid insurance contributions and make deposits
17. Prepare and post journal vouchers for inter-fund transactions
18. Assist with annual audit
19. Prepare, post and issue 1099's
20. Other duties as assigned by Accounting Supervisor and Business Manager

Approved by: _____ Date: _____ Reviewed by: _____ Date: 01/21/99