



Job Description – Staff Accountant

Department: Finance

Job Status: Full time

FLSA Status: Exempt

Reports To: Finance Director

Amount of Travel Required: No travel required

Work Days: 225

Positions Supervised: None

Pay Grade: 2

POSITION SUMMARY

Under supervision of Comptroller, the senior accountant is responsible for assisting and evaluating the effectiveness of the internal control systems, accounting, reporting of special revenue funds, and performing internal audits and responsible for state and federal grant accounting and grant funds' drawdowns.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES

- Special revenue accounting experience preferred
- Knowledge of acceptable accounting practices and principles
- Knowledge of internal audit procedures preferred
- Skilled in windows-based database and spreadsheet software management applications

ESSENTIAL FUNCTIONS

- Ensure compliance with Generally Accepted Accounting Principle, TEA Financial accountability system resource guide and other applicable state and federal regulations.
- Posts data to various ledgers, registers, journals and logs following established accounting techniques and procedures.
- Maintains the various ledger accounts including reconciliation of the District general ledger, revenue accounts, expenditures, and cash balances.

- Process budget amendments.
- Exercises discretion and security in order to maintain confidentiality and protect access to electronic accounting, payroll and banking systems.
- Assists in performing annual audits of student activity funds.
- Create RSCCC/TXEIS Positive files and upload files to Cash Management System for all checks issued from RSCCC/TXEIS.
- Assist with monthly bank reconciliations to insure all items have been properly recorded in general ledger for all bank accounts.
- Balance and reconcile all payrolls processed, process and interface into finance. Prepare general journals as needed.
- Assist with salary calculations to pay out terminated employees or for new employees hired after the initial start date of the school year.
- Assist Comptroller in gathering and posting of the district's fiscal year budget.
- Assist with annual TEA reporting of staffing and budget numbers and prior year's actual income and expenses; and submit electronically through PEIMS.
- Assist and provide required data to district's independent auditors during annual audit process.
- Prepare, validate and process monthly TRS reports though TRAQS Reporting and Query System.
- Extract financial month end reports and insure accurate data is maintained to process month end accounting period closing.
- Provide back up in processing the district's payroll, process special adjustments when necessary and interface into finance accordingly.
- Create and process through RSCCC/TXEIS year end salary accruals and accurately post data to finance.
- Maintain payroll tables to insure accurate data
- Assist with new school year opening procedures and create new school year payroll and module fro budget preparation.
- Provide training to other employees in RSCCC/TXEIS Finance and Payroll Applications.
- Provide support and assistance to Human Resource Director and Comptroller.
- Performs other duties as assigned.

Other Functions:

- Predictable and regular attendance
- Work cooperatively with others
- Deal politely with members of the public
- Juggle several tasks at once
- Arrive to work on time
- Work on site
- Work in a stressful atmosphere
- Other tasks ad deem appropriate by District

POSITION QUALIFICATIONS

Mental Demands:

Ability to communicate effectively (verbally and written), interpret, reason, read, understand verbal instructions, analyze, differentiate, memorize, coordinate, compile, instruct, and maintain emotional control.

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Loyal - The trait of feeling a duty to the employer.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

Education: Bachelor's Degree in Accounting or Business Administration

Experience: Five years of accounting experience (school district experience preferred)

PHYSICAL DEMANDS

Ability to lift and/or carry light weight (under 30 pounds), sit, stand, walk, reach, repetitive hand motions, hear, speak, maintain visual acuity, some travel within the district and occasionally outside the district, may experience prolonged and irregular work hours, and work with frequent interruptions.

WORK ENVIRONMENT

Office environment with good working conditions.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Job Code: 420-41-6119-00-750-299-000

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.