



Gaston County Schools

Accounting Specialist

Definition

Coordinate and manage the distribution of authorized bond proceeds or authorized funds for the purposes of building, remodeling, or maintaining Gaston County Schools' (GCS) properties. Monitor unused bond proceeds. Ensure that bond proceeds have been used in accordance with the current bond agreements. Manage the electronic payment process and procurement card purchases and provide backup to accounts payable.

Duties and Responsibilities

- Monitor and analyze all State and Local bond funds provided to GCS and budgeted capital funds.
- Maintain the general ledger system for Capital Fund by posting the adopted budget details; updating general ledger with budget transfers and budget amendments; reconciling the general ledger with budget spreadsheets.
- Monitor compliance for all bond issuance to ensure that funds are spent according to bond documents.
- Interpret various statutes, policies, and compliance standards in order to ensure compliance with funding source documents or purposes.
- Prepare various analyses of all capital expenditures, bond issuance activity, and other accounting data.
- Assist other school personnel with capital funding and accounts payable issues.
- Prepare monthly summary reports of capital activity for the Capital Committee.
- Assist with any training needs of central office personnel regarding the use of capital funds.
- Attend and participate in meetings with the Capital Committee.
- Prepare various other analyses and reports as requested by administration.
- Keep financial records and reports on all capital activity.
- Maintain a variety of records, spreadsheets, notebooks, and files to support the department's capital budgeting and accounting system.
- Process AP checks and electronic payments for the District.
- Prepare large numbers of payments with minimal errors.
- Occasionally develop or revise procedures for complex work.
- Identify needed sources and compile a variety of data into report format.
- Set up and maintain files or storage of a large and varied number of subjects.
- Locate, identify, and distribute appropriate and accurate information.
- Assist in the development of AP, electronic payments and procurement card procedures.
- Maintain files of general records, data files, documents, correspondence, forms, index cards, reports, and other materials; post information to departmental records according to standard procedures.
- Receive standardized reports and compile data into summary form.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of bookkeeping practices and methods and accepted accounting principles.
- Thorough knowledge of sales tax & use laws.
- Ability to follow established policies and procedures.



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- Ability to operate a variety of office machines such as a computer, fax, copier, calculator, and others required for the position.
- Proficient in Excel and Microsoft Word.
- Ability to exercise good judgment in analyzing and solving problems and performing financial research projects.
- Ability to meet deadlines and work under pressure.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, departmental and school managers, employees, and the general public.
- Ability to communicate effectively in oral and written forms.

Desirable Education and Experience

- Completion of an Associate Degree in accounting from a regionally accredited community college and four years of experience in accounting or fiscal operation in an automated environment; or an equivalent combination of education and experience.
- Bachelor's degree in accounting, or related business field from a regionally accredited college/university preferred.
- Considerable knowledge of accounting and fiscal practices and procedures.

This Position Reports Directly To: Purchasing Officer

Classification: Non-exempt

Salary: Entry Level Grade 61, Step 00

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY:

Inside and Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application
 - Upload Cover Letter to application
 - Upload Current Resume to application



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The following documents must be uploaded to online application, if Outside Applicant:

- Copies of **official** college transcripts (degree-dated)
- Three completed current Classified Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated letters of recommendation or a combination of the two
- Copy of Certifications/Licenses
- Copy of last employment evaluation

Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Gary F. Hoskins, Chief Financial Officer
Finance and Business Services
1351 Bradford Heights Road
Gastonia NC 28054
Email: gfhoskins@gaston.k12.nc.us