

Job Code 03K
Level O
Revised 6/05

ACCOUNTANT

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree in Accounting, Finance, Business Administration or a directly related field
- Two years of professional budget and accounting experience
- Five years of accounting experience
- Experience in Financial Accounting
- Demonstrated knowledge of Excel, word-processing applications and data entry procedures
- Equivalent combination of education/training/experience

B. DESIRED

- Experience in a large school district or government, preferred

SUMMARY

Performs professional accounting and budgeting activities requiring application of an advanced professional. Competent knowledge of accounting principles and practices. Analyzes, prepares and presents budgets and financial reports in accordance with established district and state policies and procedures.

Reports to: Department Administrator

ESSENTIAL FUNCTIONS

- Provides specialized or general calculations and analysis support in various accounting and budgeting functions
- Prepares specialized or highly complex reports, statements, and analyses utilizing advanced knowledge and proficiency in accounting practices, principles and interrelationships
- Performs accounting procedures in accordance with County and State school statutory law
- Maintains complete financial records for federal funds, including listing expenditures and revenues, balancing accounts and submitting interim cash reports and final expenditure reports to state
- Assists supervisor with maintaining detailed listings of asset values on a cumulative basis for buildings, grounds, vehicles and equipment
- Reconciles district bank accounts, as assigned
- Posts revenue in district accounting system
- Deposits and disburses funds from district bank accounts, as assigned
- Reconciles school district records monthly and annually

ESSENTIAL FUNCTIONS (continued):

- Establishes or revises procedures or operating policies of assigned function; participates in development and implementation of new or revised accounting systems
- Prepares complex journal entries and records entries in district accounting system
- Consults units or departments regarding allocations, budget analysis, and financial reports for reconciliation of irregular and unusual transactions and for problem resolution
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Strong analytical ability
- Ability to concentrate for extended periods of time
- Ability to process complicated mathematical computations
- Ability to reach, stoop, lift, twist, bend, pull, reach and occasionally carry up to 20 pounds
- Ability to sit for extended periods of time
- Ability to multi-task in an office setting
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established procedures