

# BEAUMONT INDEPENDENT SCHOOL DISTRICT

Job Description



<b>JOB TITLE:</b>	Staff Accountant	<b>CLASSIFICATION:</b>	Exempt	
<b>REPORTS TO:</b>	Comptroller	<b>PAY GRADE:</b>	ADM	1 Choose # of days
<b>LOCATION:</b>	Administration	<b>DATE REVISED:</b>	1/13/2017	

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## PRIMARY PURPOSE:

Perform professional accounting work in support of the District's financial operations. Maintain accurate accounting records, prepare financial reports and reconciliations, support activity fund operations, and assist campuses and departments with financial processes. Ensure the integrity of financial information and provide quality accounting support in accordance with District policies and established accounting practices.

## QUALIFICATIONS:

### Education/Certification:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred
- Equivalent combination of education, training, and experience may be considered

### Special Knowledge/Skills:

- Knowledge of accounting and financial recordkeeping practices.
- Knowledge of activity fund accounting procedures preferred.
- Knowledge of online payment processing systems preferred.
- Proficiency in spreadsheet, database, and accounting software applications.
- Strong analytical, organizational, and problem-solving skills.
- Effective written, verbal, and interpersonal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to establish and maintain effective working relationships with District personnel, campus staff, parents, vendors, and other stakeholders

### Experience:

- Accounting experience preferred.
- School district or governmental accounting experience preferred

## MAJOR RESPONSIBILITIES AND DUTIES:

### Accounting Operations

1. Maintain accurate accounting records in accordance with District policies and established accounting practices.
2. Prepare journal entries and accounting adjustments as assigned.
3. Reconcile assigned accounts and research discrepancies to ensure the accuracy of financial records.
4. Prepare financial reports, schedules, reconciliations, and supporting documentation.
5. Review financial transactions for proper account coding and accuracy.

6. Review accounts payable vouchers, checks, ACH payment files, and supporting documentation on a weekly basis to ensure the accuracy and completeness of payments prior to release.
7. Assist with month-end and year-end accounting processes.
8. Assist in identifying opportunities to improve accounting procedures and operational efficiency

### **Activity Fund and Payment Processing Support**

9. Support the administration and daily operation of the District's online payment platforms for student fees, activity funds, fundraisers, events, fines, and other campus transactions.
10. Maintain complete and accurate records of activity fund financial transactions.
11. Serve as the primary accounting resource for campus activity fund personnel.
12. Provide training and guidance to campus bookkeepers, sponsors, and other staff regarding activity fund procedures and requirements.
13. Review activity fund expenditures, reimbursements, advances, and budget amendments.
14. Maintain activity fund procedures, forms, and related training materials.
15. Assist campuses and departments with activity fund accounting and reporting matters.
16. Provide support to campuses and departments regarding online payment transactions, reporting, and reconciliation processes.
17. Assist in researching and resolving activity fund and online payment processing issues.
18. Provide activity fund accounting support during staffing shortages or extended absences

### **General Responsibilities**

- Prepare reports, analyses, and financial information requested by District administration.
- Maintain confidentiality of financial, personnel, and student information in accordance with applicable laws and District policy.
- Establish and maintain effective working relationships with District staff, campus personnel, parents, vendors, and governmental agencies.
- Conduct oneself in a professional, ethical, and responsible manner in accordance with District standards.
- Perform other duties as assigned

### **EQUIPMENT USED:**

- Computers and related peripherals
- Financial management and accounting software
- Online payment processing software
- Spreadsheet and database applications
- Standard office equipment

### **WORKING CONDITIONS:**

#### **Mental Demands**

- Maintain emotional control under stress.
- Work with frequent interruptions.
- Meet established deadlines and manage multiple priorities.
- Analyze financial information and solve problem

#### **Physical Demands**

- Prolonged use of a computer and office equipment.
- Frequent sitting, standing, walking, bending, and reaching.
- Occasional lifting and carrying of materials up to 20 pounds

#### **Environmental Demands**

- Office environment
- Occasional prolonged or irregular hours during peak workload periods

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The above statements describe the general purpose and responsibilities assigned to the job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Approved by Immediate Supervisor:	Date:
Reviewed by HR Director:	Date:
Received by Employee:	Date:

The Beaumont Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities that it operates and is an equal opportunity employer.