

TITLE: Accountant

FLSA Status: Non-Exempt

REPORTS TO: Executive Director of Finance

BASIC FUNCTION: The Accountant is responsible for managing the financial operations of the district, ensuring accurate accounting practices, compliance with applicable regulations, and the effective use of financial resources to support student learning. This role includes preparing financial reports, monitoring budgets, reconciling accounts, and maintaining transparent records in accordance with state and federal requirements.

TERMS OF EMPLOYMENT: Letter of Assignment

ESSENTIAL FUNCTIONS:

1. Maintain and monitor the district's financial accounts, including general ledger, revenues, expenditures, payroll, and grants.
2. Prepare monthly, quarterly, and annual financial statements and reports for administration, the school board, and external agencies.
3. Assist with budget development, forecasting, and ongoing budget monitoring.
4. Reconcile bank statements, accounts payable/receivable, and internal accounts.
5. Ensure compliance with state and federal reporting requirements, as well as district policies.
6. Process invoices, purchase orders, and reimbursements while maintaining accurate records.
7. Support annual financial audits and provide necessary documentation to auditors.
8. Track and report on grants, special programs, and restricted funds to ensure proper usage.
9. Maintain confidentiality and exercise integrity in all financial matters.
10. Perform other duties as assigned by the supervisor.

HIRING SPECIFICATIONS:

Required:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field (required).
- Previous accounting experience (school, government, or nonprofit preferred).
- Strong knowledge of GAAP and familiarity with school finance regulations.
- Proficiency in accounting software, spreadsheets, and financial reporting systems.
- Excellent organizational, analytical, and communication skills.
- Ability to manage multiple priorities and meet deadlines with accuracy.
- Commitment to ethical financial practices and confidentiality.

Desired:

- Experience with school district accounting systems (e.g., Vista, Infinite Visions, PowerSchool Finance, Skyward, or similar).
- Knowledge of state-specific school finance laws and reporting requirements.
- CPA, CMA, or equivalent credential (a plus but not required).

PHYSICAL DEMANDS:

Postures/Positions	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
Sitting				X
Standing		X		
Walking			X	
Bending/Stooping			X	
Squatting/Crouching		X		
Kneeling		X		
Crawling	X			
Climbing Stairs			X	
Reaching Forward				X
Reaching Above		X		

Shoulders				
Grasping (holding)				X
Gripping (forceful)			X	
Pinching		X		

Lift Floor to Knees	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds			X	
11-20 pounds			X	
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Lift Knees to Waist	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Lift Waist to Shoulder	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Lift Above Shoulder	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds			X	

11-20 pounds			X	
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Pushing/Pulling (lbs force)	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Working Environment	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
Indoors				X
Outdoors			X	
Extreme Heat		X		
Extreme Cold		X		
Dust		X		
Fumes		X		
Vapors		X		
Noise				X

Legend for Frequency:

- **Constant:** 6-8 hours per day
- **Frequent:** 4-6 hours per day
- **Occasional:** 2-4 hours per day
- **Rare:** Less than 2 hours per day

The Bettendorf Community School District does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, disability,

marital status or socioeconomic status. The district is an affirmative action/equal employment opportunity employer.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.