



Accountant

Exempt

General Definition of Work

Performs difficult administrative work assisting with the budgeting and reporting process, processing payroll information and related reports, monitoring financial accounts and records, and related work as apparent or assigned. Work is performed under the limited supervision of the Chief Finance Officer.

Qualification Requirements

- Bachelor's Degree in Accounting or Business Administration required.

Knowledge, Skills and Abilities

- BS in Accounting or Business Administration required
- Extensive knowledge of generally accepted accounting concepts and principles, with an emphasis on school accounting
- Internal audit experience and CPA preferred
- Knowledge of ISIS and Timekeeper Preferred
- Advanced knowledge of Microsoft Office (Excel, Word, PowerPoint)
- Knowledge of office management practices and procedures
- Demonstrate strong organizational and communication skills
- Ability to operate standard office equipment efficiently
- Ability to multitask and prioritize work effectively
- Ability to perform numerical analysis functions
- Ability to communicate effectively both orally and in writing
- Ability to work independently
- Ability to maintain effective working relationships

Salary

Pay Grade 73

commensurate with education and experience

12 months 8 hours

Reports to

Chief Financial Officer

Essential Functions

- Assist in budgetary process including summarization of budget requests and preparation of formal budget documents for presentation to The Board of Education
- Daily general ledger responsibilities including posting and balancing budgets, tracking and posting budget amendments, journal entries and financial reporting preparations
- Maintenance of Finance Department Webpage
- Cash management of grant fund
- Transportation reports (TD1 and TD19)
- Perform user admin functions for banking software
- Annual sales tax and 1099 reporting
- Fixed asset data entry, reconciling and reporting
- Manage and control electronic payment processes – P-Cards and K12 receipts
- Banking control administration – passwords, access, limits, etc.
- Coordinate school system Medicaid Reimbursement Program
- Coordinate periodic internships with RCCC
- Manage process of preparing work papers for auditors and assist them as requested



Accountant

- Provide back-up for AP Supervisor and other financial staff
- Local Government and DPI compliance reporting

- Interaction with vendors and employees on matters related to the Finance operation
- Coordinate and Complete special projects and analysis as required
- Perform related tasks as assigned by CFO/Assistant CFO

Internal Audit and School Support

- Serve as school level policies and procedures expert
- First point of contact for school level financial issues
- Perform Internal Audits and prepare reports on school and department financial records
- Assist principals with prospective school treasurer interviews
- Coordinate/facilitate periodic treasurer meetings to discuss common and/or current issues
- Provide ongoing training for new financial staff
- Provide ongoing training for new and/or changes in policies & procedures
- Maintain and provide support for school level accounting software
- School level administrator for BB&T banking

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions.
- Work occasionally requires standing, walking, stooping, kneeling, crouching or crawling with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of spoken work; hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

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.