

# JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION  
CLINTON TOWNSHIP**

**Central Office  
Administration**

**TITLE:** School Accountant

**QUALIFICATIONS:**

1. Bachelor's Degree from an accredited college or university.
2. Two to Five years experience in the accounting field, preferably in a school setting.
3. Understanding of the principals and practices of financial accounting and reporting procedures consistent with statute, code, and GAAP requirements.
4. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing and able to study and attend training to gain this knowledge.
5. Proficiency in use of computer systems and software essential to the operation of the business office such as accounting, database, word processing, spreadsheet, and payroll applications.
6. Strong interpersonal and communication skills.
7. Required U.S. Citizenship or alien status, and required criminal history background check.
8. Such alternatives to the above qualifications may be determined appropriate and acceptable by the Board of Education.

**REPORTS TO:** School Business Administrator or Designee

**JOB GOAL:** To assist the School Business Administrator in effectively and efficiently maintaining the business and financial operations of the district.

**PERFORMANCE RESPONSIBILITIES:**

1. Assumes proper recording of receipts and expenditures in all funds for the district.
2. Reviews all bank account reconciliations.
3. Periodically reviews student activities accounts and food service accounts for accuracy.
4. Prepares monthly closing entries and financial statements for all funds.
5. Maintains general fixed asset account group.
6. Prepares and distributes monthly budget reports.
7. Provides technical assistance to those charges with the keeping of financial records.
8. Submits claims for refunds on sales and fuel taxes.
9. Performs periodic internal audit tasks on all funds.
10. Prepares tuition contracts, tuition adjustment and billing to sending districts.
11. Assist in the preparation of all payroll reports for accuracy and timely completion.
12. Prepares and maintains analysis of health benefit payments and receivables.

13. Is responsible for ensuring that the district complies with all record retention requirements, ensuring a proper audit trail.
14. Assists in budget preparation.
15. Assists in year-end close of the accounting system.
16. Assists in the preparation of the CAFR, and performs routine work involved in preparing for the annual audit.
17. Assists in grant expenditure reporting and draw downs.
18. Checks the preparation of annual tax withholding statements for accuracy.
19. Checks and certifies payroll information for completeness and accuracy.
20. Reconciliation of Quarterly and Yearly Social Security Reports for distribution to State and Federal Government
21. Other duties assigned by the Superintendent of Schools and the School Business Administrator and Assistant School Business Administrator.

**TERMS OF  
EMPLOYMENT:**

Work schedule and salary to be determined by the Board of Education.

**ANNUAL EVALUATION:**

Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy.

**APPROVED BY:**

Superintendent of Schools

**DATE:**

August 18, 2025

**ACCOUNT CODE(S):**

11-000-251-100-900-000 - 100%