



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
PERSONNEL & TALENT DEVELOPMENT

Staff Accountant

POSITION SPECIFICATIONS

REPORTS TO

Accounting Manager

PRIMARY FUNCTION

Provides fiscal management assistance by performing a variety of accounting and auditing functions.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Connecticut driver's license

EDUCATION

Bachelor's degree in Accounting or related field

EXPERIENCE

Minimum of five (5) years of practical experience

SKILLS, KNOWLEDGE & ABILITIES

- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to perform detailed work involving written or numerical data and to make arithmetic calculations rapidly and accurately.
- Ability to interpret financial statements and to prepare complete and accurate accounting reports and statements of some complexity.
- Have demonstrated competency in preparing, interpreting and analyzing data in a spreadsheet environment.
- Working knowledge of modern office equipment, practices, and procedures.
- Ability to work independently, to organize work and to manage details.
- A thorough working knowledge of Microsoft Word and Excel.
- Proficient in Quicken Software
- Ability to deal effectively with school personnel and the public.
- The ability to keep confidential matters relating to personnel, students, administration and all other data as found in a school district.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Assist in the coordination and maintenance of all accounting functions associated with maintaining a general ledger including purchasing, accounts payable, accounts receivable, fixed assets, financial statements and the chart of accounts.
- Assist with generating invoices and statements, recording payments, reconciling the accounts to the bank statement, and year end reporting.

- Assist with the oversight, review and internal auditing of all student activity accounts and special revenue funds.
- Assists in the preparation of RFP and bid packets as needed, including the compilation of bid specifications, advertisements, recording of results and obtains reference checks.
- Participate as necessary in the development and implementation of financial management systems and software.
- Assist with preparing and entering purchase order and expenditure information into the school district's automated accounting system and prepares related payment checks.
- Assist with the review of open purchase orders and invoices to ensure timely payment and liquidations.
- Assist with invoicing and collecting participant fees and maintains records related to participants in the school district's Pre-School Readiness program throughout the community.
- Assist with fiscal year-end closing and performs work as needed in preparation for the annual audit, reporting and compliance.
- Performs other general accounting functions such as reconciliation of accounts; bank reconciliation; financial research, assistance with budget development, and account analysis.

ADDITIONAL DUTIES

Performs other similar and related financial duties as assigned by supervisors or other supervisory or administrative personnel.

EQUIPMENT

Uses calculators, computer equipment, including personal computers and printers.

TRAVEL REQUIREMENTS

- Travel to make deposits to bank as needed.
- Must have own transportation.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

Salary range/fringe benefits in accordance with Local 1186, Grade 11B collective bargaining agreement.

WORK SCHEDULE

- Work schedule in accordance with Local 1186 collective bargaining agreement.
- Work schedule is generally 8:00 a.m. to 4:00 p.m.

UNION AFFILIATION

Local 1186, American Federation of State, County and Municipal Employees.

FUNDING SOURCE

Grant funded.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

CREATED: 05/2021 KK
PERSONNEL REVIEW: 05/24/2021
BOARD APPROVED: 06/07/2021