



Associate I, Accounting

Reports to:	Director, CTAE	FLSA Status:	Non - Exempt
Department:	Career Technical and Agricultural Education (CTAE)	Structure/Grade:	Unified 115
Division:	Curriculum & Instruction	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Manages and tracks grants and general and capital improvement funds and investigates and resolves problematic billing and contract issues for the DeKalb County School District (DCSD).

Essential Job Duties

- Processes pay applications and invoices related to projects; pays in accordance with contract payment terms
- Documents and records vendor invoices, purchase requisitions, and other transactions; verifies amounts due and pays in accordance with TERMS
- Investigates and resolve problematic billing and contract issues
- Prepares and interprets cost accounting reports to project managers and senior management (i.e., encumbrance reports, project reconciliation, status logs, etc.)
- Prepares and maintains accounting records that include general accounting costing or budget data (i.e., request budget reallocations and transfers for the management and Board's approval)
- Manages and tracks grants and general funds; ensures that grants and general expenditures are accurate and authorized; confirms transactions are thoroughly examined to confirm funds allocated adhere to state and federal regulations and DCSD procedures and policies
- Conveys clear guidelines of the solicitation process to project managers
- Monitors contracts and change orders related to projects
- Assists in the preparation and budget analysis of general funds to determine future fiscal year budgets for management and the Board's approval
- Serves as a liaison between project managers and vendors to ensure receipt of goods and services according to the terms of the contract
- Performs other duties as assigned

Qualifications

- High School diploma or GED equivalent required.
- Minimum three (3) years of bookkeeping, accounting, or closely related experience required.



Knowledge, Skills, and Abilities

- Knowledge of financial analysis, budgetary preparation and management, and generally accepted accounting procedures and principles
- Knowledge of banking procedures, cash management, and expenditures and disbursements
- Effective oral, written, and interpersonal communication
- Skilled in the preparation of periodic and annual reports for not-for-profit entities and quantitative financial analysis
- Ability to perform all accounting functions
- Ability to use automated and manual financial management, accounting applications, and programs
- Ability to recognize situations requiring modified financial analysis and/or account procedures
- Ability to prioritize assignments and manage multiple tasks simultaneously

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. 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. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 7/29/2026