

BOARD OF EDUCATION – DELAWARE CITY SCHOOLS
Job Description

Date: September 12, 2022

Title: **ACCOUNTANT**

Reports To: Treasurer/CFO

Employment Status: Full Time

FLSA STATUS: Non-Exempt

Qualifications:

- * Bachelor's degree in accounting, business management or related field from an accredited college or university
- * Formal training/experience in accounting and fiscal procedures
- * Experience in school district or public accounting and/or auditing preferred
- * Demonstrated computer proficiency including word processing, database, spreadsheet and presentation software
- * Ability to communicate ideas and directives clearly and effectively both orally and in writing
- * Demonstrate ability to work with confidential information
- * Good health, physical stamina, fitness and vitality

General Description: Assist the Treasurer/CFO in maintaining accounting data to permit the conversion of cash basis records to financial reports that conform to Generally Accepted Accounting Principles, to work with auditors, to perform reconciliations, cost studies and implementations and to perform other procedures as assigned by the Treasurer, Assistant Treasurer or his/her designee. Also works closely with and assists the Human Resources department. This is a confidential, bargaining-unit exempt position.

Essential Functions:

1. Works with professional consultants to convert cash basis financial information to GAAP basis financial statements.
2. Prepares multiple aspects of the district's comprehensive annual financial report.
3. Assist with responsibilities for the receipt of all moneys, safekeeping, and disbursement of all school district funds. Process all district receipts.
4. Assist in budgetary process by reviewing requisitions for purchase.
5. Prepare cost studies and analysis as requested by the Treasurer.
6. Assist in the oversight of student activity funds.
7. Assist Treasurer with appropriation, budget development, cost projections, and long-range planning.
8. Complete monthly reconciliations with outside vendors and contractors.
9. Assist in the preparation of appropriate fiscal certificates as required by state law.
10. Assist in the maintenance of an encumbrance accounting system including the establishment and supervision of internal accounting controls (including data processing) adequate to record in detail all financial transactions of the district. Recommend new accounting methods as necessary and/or desirable.
11. Assist in maintaining a complete and systematic set of financial records in accordance with state statutes and as prescribed by the Auditor of State of all financial transactions of the district.
12. Assist in presenting all accounts, vouchers, and contracts relating to the school district. Account for the receipt and disbursement of cash and provide for the safety of records maintained for the maximum period specified by state law and/or board policy. These records will be available to the board and other appropriate parties.

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13. Assist with cost estimates relative to board proposals to ascertain whether they are within the confines of budgetary restraints.
14. Assist in the implementation of new programs to improve efficiencies and operations.
15. Assist in implementing new programs required by the Uniform State Accounting System (USAS), Uniform State Payroll System (USPS), and Equipment Inventory System (EIS).
16. Assist in the preparation of annual/quarterly/monthly financial reports.
17. Assist in maintenance of vehicle, equipment and property inventory system.
18. Assist with Permanent Improvement Fund, gathering information for publication, board, etc
19. Attend committee meetings as assigned by the Treasurer or Assistant Treasurer.
20. Assist with grant management and oversight.
21. Assist in fulfillment of public records requests.
22. Assist with salary increase calculations.
23. Assist with insurance/benefit management and claims reconciliation.
24. Assist with insurance/benefit enrollment and communication with staff.
25. Assist in RFP process for district services.
26. Assist in FMLA process.
27. Complete audit and reconciliation of payroll and HR systems.
28. Other duties as assigned.

Expectations:

1. Demonstrate support for the district's Vision, Mission and Beliefs.
2. Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
3. Ensure that decisions are based on data.
4. Demonstrate flexibility and openness to innovation in the performance of job-related duties.
5. Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
6. Adhere to and enforce all board policies.
7. Perform other tasks as assigned by the immediate supervisor.
8. The employee shall remain free from any alcohol or abuse of a non-prescribed controlled substance in the workplace throughout his/her employment in the District

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.