

TITLE: Accountant I

|                                                                                              |                                                                   |                                                                                                                   |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b><u>Title of Immediate Supervisor:</u></b><br>Director of Business Services and Operations | <b><u>Department:</u></b><br>Business Affairs, Finance and Budget | <b><u>FLSA Status:</u></b><br>Exempt                                                                              |
| <b><u>Accountable For (Job Titles):</u></b> N/A                                              |                                                                   | <b><u>Pay Grade Assignment:</u></b><br>Non-Certified Business Division Administrators' Association; Pay Class III |

**General Summary or Purpose of Job:**

To ensure that district financial activities are conducted in compliance with school board policies and procedures, governmental regulations and generally accepted accounting principles. To assist in the timely and accurate completion of financial analyses for management and external auditors.

| <b>DUTY NO.</b> | <b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)                                                                                                 |  |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1.              | Assist the Manager of Finance and Purchasing and the Accountant II in the preparation of accounting and budgeting analyses needed on a regular basis in the successful operation of the department. |  |
| 2.              | Review new program/grant budgets for completeness and determine that budgets are appropriately entered into the finance system.                                                                     |  |
| 3.              | Monitor district financial account codes to ensure adherence to the Uniform Financial Accounting Reporting System (UFARS) coding structure.                                                         |  |
| 4.              | Review and analyze revenues and expenditures for budget control purposes.                                                                                                                           |  |
| 5.              | Assist in the preparation of data for the annual district budget and financial reports.                                                                                                             |  |

**TITLE: Accountant I**

|     |                                                                                                                                                                                   |  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 6.  | Examine financial documents, records and accounts on a periodic basis for the purpose of determining the accuracy, reliability and completeness of financial records and reports. |  |
| 7.  | Conduct financial audits of various departments and grants, including obtaining, analyzing, appraising, documenting and evaluating data.                                          |  |
| 8.  | Prepare written reports outlining findings of audits.                                                                                                                             |  |
| 9.  | Perform other related duties as assigned.                                                                                                                                         |  |
| 10. | Provide direction to department clerical staff as necessary.                                                                                                                      |  |

**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Bachelors of Science or Bachelors of Arts degree in accounting or a closely related field from an accredited college or university.
- Two (2) years of responsible accounting experience in the public or private sector.
- Extensive experience in the use of computer applications appropriate to the accounting field (e.g. spreadsheets, word processing, etc.).
- Ability to accurately maintain accounting records and related fiscal reports according to prescribed procedures and to reconcile errors and inconsistencies.
- Ability to work independently and to use one's own initiative to complete assigned tasks.
- Ability to establish and maintain effective, working relationships with all staff and outside contacts.
- Ability to communicate effectively both verbally and in writing.

**Certification or Licensing Requirements:** (prior to job entry):

None required.

**Knowledge Requirements:**

Requires knowledge of

- Knowledge of business systems, procedures and controls.
- Knowledge of current accounting principles, methods, practices and terminology.
- Knowledge of auditing requirements.

TITLE: Accountant I

**Desirable Qualifications:**

Preferred Qualifications

- Knowledge of fund accounting.

**Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

| Employee is required to:                            | Never | 1-33%<br>Occasionally | 34-66%<br>Frequently | 66-100%<br>Continuously |
|-----------------------------------------------------|-------|-----------------------|----------------------|-------------------------|
| Stand                                               |       | √                     |                      |                         |
| Walk                                                |       | √                     |                      |                         |
| Sit                                                 |       |                       |                      | √                       |
| Use hands dexterously (use fingers to handle, feel) |       |                       |                      | √                       |
| Reach with hands and arms                           |       | √                     |                      |                         |
| Climb or balance                                    |       | √                     |                      |                         |
| Stoop/kneel/crouch or crawl                         |       | √                     |                      |                         |
| Talk and hear                                       |       |                       | √                    |                         |
| Taste and smell                                     | √     |                       |                      |                         |
| <b>Lift &amp; Carry:</b> Up to 10 lbs.              |       | √                     |                      |                         |
| Up to 25 lbs.                                       | √     |                       |                      |                         |
| Up to 50 lbs.                                       | √     |                       |                      |                         |
| Up to 100 lbs.                                      | √     |                       |                      |                         |
| More than 100 lbs.                                  | √     |                       |                      |                         |

**General Environmental Conditions:**

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

The typical noise level is considered to be moderate.

**General Physical Conditions:**

**Work can be generally characterized as:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

TITLE: Accountant I

| <b><u>Vision Requirements:</u></b> Check box if relevant | Yes | No |
|----------------------------------------------------------|-----|----|
| No special vision requirements                           | √   |    |
| Close Vision (20 in. of less)                            |     |    |
| Distance Vision (20 ft. of more)                         |     |    |
| Color Vision                                             |     |    |
| Depth Perception                                         |     |    |
| Peripheral Vision                                        |     |    |

**Job Classification History:**

Revised August, 2012. Revised July 2026.