

POSITION DESCRIPTION

Position: Staff Accountant

Purpose: To be an effective member of the Business Office Team and perform various accounting functions including, but not limited to, capital and building project accounting, special revenue and grant budgeting and reporting, fixed assets, payroll and benefits accounting and finance accounting, so that fiscal accounts of the district are maintained in accordance with federal, state, and local requirements.

Primary Customers: **Internal:** Director of Finance, Finance Coordinator, business office staff, district staff, and district program directors as assigned.

External: Vendors, software vendors, auditors, and state and federal agency contacts.

Position Qualifications: **Education/Certification:**

- Four-year degree or combination of professional training and experience in Business Administration, Accounting, or related field.
- CPA is preferred, but not required

Experience:

- Two to four years' experience with Minnesota school district funding desired

Qualifications:

- Knowledge and understanding of accounting/payroll procedures.
- Understands governmental accounting standards, including Generally Accepted Accounting Principles (GAAP) and the Uniform Financial Accounting and Reporting System (UFARS) with respect to the district's financial activities.
- Demonstrated written and verbal skills, organizational and management skills, ability to work with multiple tasks and to provide detailed accurate financial statistics.

All positions are designed to support the **MISSION** of the Eden Prairie School District:
Inspiring each student every day.

Essential Responsibilities:

- 1. Capital, Building & Grand Project Management.** Reconcile and balance capital, building, and assigned special revenue/grant project budgets monthly and generate corresponding reports. Monitor project budgets to actual expenditures and assist program leads with projections.
Result: District projected revenues and expenses are reported and posted timely and accurately.
- 2. Special Revenue & Grant Accounting.** Coordinate budgeting, monitoring, and reporting for assigned federal, state, and local grants and special revenue programs. Reconcile state and federal reporting systems, including SEDRA & MEGS, to the district's finance software. Assist program directors with budget development and expenditure projections. Ensure compliance with federal, state, and local grant requirements. Support audit preparation related to special revenue programs.
Result: The District's Special Education revenues and expenditures are reported accurately.
- 3. Fixed Asset Management.** Enter and maintain an asset record and assign a depreciation method. Remove disposed or sold assets and process year-end. Prepare necessary audit work papers.
Result: Fixed Assets are completed efficiently and accurately.
- 4. Payroll Accounting.** Provide payroll accounting reconciliation and benefits accounting support, ensuring payroll entries reconcile to the general ledger and supporting timely and accurate processing.
Result: Payroll records are accurate, balanced, current, and accessible.
- 5. Financial Accounting.** Reconcile monthly general ledger accounts to statements and prepare entries as required. Provide support to the Accounts Payable and Accounts Receivable departments. Review coding accuracy for assigned special revenue and grant expenditures and providing guidance to staff on appropriate budget coding. Support p-card administration and processing.
Result: Accounting errors are detected and corrected.
- 6. Internal Controls & Compliance.** Maintain and review internal control procedures related to assigned accounting areas, including special revenue programs. Recommend improvements to ensure compliance with federal, state, and district requirements.
Result: The District has proper internal controls that are working as intended.
- 7. Year-End Audit & Reporting.** Prepare year-end audit schedules and supporting documentation, including special revenue and grant-related schedules, as directed by the Finance Coordinator. Assist with annual financial reporting requirements.
Result: Accurate financial information is conveyed in a timely manner. Financial records are current, accurate, and accessible for audit.

Standard Measures of Accomplishment:

1. Budget is accurate and current.
2. Records and information are accurate, current and accessible.
3. All accounting entries are accurate.
4. District policies and procedures are followed.

5. Reports and federal, state, and local reporting requirements are completed within established timelines.
6. Payroll is accurate and timely.
7. Financial records are current, accurate, and accessible for audit.
8. Internal controls are functioning effectively and in compliance with regulatory requirements.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Terms of Employment

Classification: EPSS III

Hours/Week: 8 hours/day*

Days/Year: 260 days/year*

*Hours and days of service are established by the school district and are subject to change according to district need.

Working conditions are determined by written contract between EPSS and the Eden Prairie School District.

Evaluation

A continuous performance improvement process will be developed with the supervisor.