



Edina Public Schools Position Description

Section I: General Information

Position Title: Senior Accountant	Department: Business Services
Immediate Supervisor: Assistant Director of Finance	FLSA Status: Exempt
Position Summary: With the focus to support and advance the Edina Public Schools’ mission, vision, and core values, the Senior Accountant is responsible for the planning, administration, and oversight of the district’s accounting operations, financial reporting, budgetary controls, cash management, and investment activities. This position ensures that the district’s financial records are maintained in compliance with Minnesota’s Uniform Financial Accounting and Reporting Standards (UFARS), Generally Accepted Accounting Principles (GAAP), and all applicable state and federal requirements.	

Section II: Essential Duties and Responsibilities

Financial Accounting and General Ledger Management

- Plans, directs, and maintains the district’s financial accounting system, including budgeting, internal controls, and budgetary compliance.
- Implements and maintains the Accounting and Administrative Procedure Manual, Financial Accounting Instructions, and related financial policy materials.
- Ensures the district’s accounting records comply with UFARS, GAAP, and all other legal and regulatory requirements.
- Monitors and reviews budgets and accounting information for completeness, accuracy, and alignment with school board-approved budgets.
- Prepares, verifies, and posts journal entries for payroll, food service, debt service, postage, building permits, transportation, community education, construction projects, and bank adjustments.
- Determines expenditure eligibility for fixed asset classification per district capitalization guidelines, GAAP, and state/federal requirements.
- Tracks the disposal of assets, determines useful life and depreciation method for each asset, and calculates and records annual depreciation expense.
- Identifies, investigates, and resolves accounting discrepancies and accounts payable issues.

Audit Coordination and Compliance

- Coordinates the district’s annual financial audit process, including preparation of year-end work papers, supporting documentation, and final reconciliations of all general ledger accounts.
- Determines and records year-end estimates and accruals; communicates with auditors throughout the engagement.
- Coordinates federal program audits, including federal food service audits.
- Supervises the preparation of reports and claims for state and federal mandated compliance reporting, including levy certification and other annual filings.
- Oversees accounting for special-funded projects and categorical aids.

Cash Management and Investments

- Administers the investment of district funds and maintains the district's investment portfolio.
- Forecasts, prepares, and analyzes cash flow projections for all funds.
- Reconciles all bank accounts, including deposits and MSDLAF to U.S. Bank; verifies journal entries for wires, transfers, and adjustments.

Accounts Payable and Disbursements

- Oversees the district's accounts payable function, ensuring processes support timely and accurate payment of invoices in compliance with district policies and state law; monitors controls and reviews outputs for accuracy and completeness.
- Provides oversight of electronic credit card and payment programs, ensuring appropriate controls, compliance, and periodic review of transactions and usage.
- Oversees the annual issuance of federal 1099 forms, ensuring processes are in place for accurate vendor reporting and compliance with Internal Revenue Service requirements: review outputs for accuracy.
- Manages federal program reimbursements through the Minnesota Education Grants System (MEGS).

Budgeting and Financial Analysis

- Determines and calculates cost estimates for budgeting processes.
- Assists in annual departmental budget processes and other state compliance reporting systems.
- Reconciles receivables using account ledger reports to accounts receivable reports.

Performs other duties of a comparable level or type, as required.

- Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise and knowledge.
- Attends training sessions, conferences, seminars, district, and departmental meetings.
- Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

Section III: Essential Skills Required to Perform Position Duties

- Building effective, collaborative relationships with administration, employees, and the community.
- Promoting a strong customer service culture while enhancing departmental efficiency and continuous process improvement.
- Ensuring the use of culturally competent school system practices.
- Using professional judgment and discretion in handling issues in accordance with district policies and procedures.
- Prioritizing, organizing, and managing time and project activities.
- Providing human relations, presentational, and communication skills needed to effectively interact with all stakeholders.
- Delivering training on accounting processes, systems, and financial procedures.
- Presenting complex financial concepts in an understandable and appropriate manner to diverse audiences.
- Demonstrating mastery of GAAP and governmental accounting standards.

- Understanding Minnesota’s UFARS.
- Operating with advanced proficiency in Microsoft Excel, spreadsheet analysis, and automated accounting systems.
- Utilizing advanced knowledge of cash management, investment portfolio administration, and fund accounting.
- Applying knowledge of payroll operations, accounts payable processes, and internal control frameworks.
- Performing duties with a high level of attention to detail, demonstrating consistent accuracy and reliability.

Section IV: Minimum Work Requirements

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.	Bachelor’s degree in accounting, finance, or a closely related field is required. A minimum of five (5) years of accounting or financial management experience is required.
LICENSE/CERTIFICATION REQUIREMENTS:	Certified Public Accountant (CPA) license is required.

Section V: Supervision Requirements

Title of Position(s) Directly Supervised	Number of Employees
Total	0

Section VI: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand		x			Up to 10 pounds			x	
Walk		x			Up to 25 pounds		x		
Sit			x		Up to 50 pounds	x			
Use hands to finger, handle or feel			x		Up to 100 pounds	x			
Reach with hands and arms		x							
Climb or balance	x								
Stoop, kneel, crouch or crawl	x								
Talk or hear				x					
Taste or smell	x								

Classification History: Job description created by ISD 273 Human Resources 4.2026.