

Gahanna-Jefferson School District Position Description

Position Title:	Accountant I
Reports To:	Treasurer
FLSA Status:	Exempt
Pay Grade:	5
Revision Date:	March 2, 2026

SUMMARY: Performs timely processing of payroll transactions for staff and works with the Treasurer to meet all office requirements and deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgment and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Prepares employment contracts and salary notices.
- Maintains payroll records and department files as they relate to payroll, absences and employee benefits; prepares miscellaneous correspondence; answers phones; and provides information to district personnel and others.
- Makes contact with the public with tact and diplomacy.
- Maintains respect at all times for confidential information.
- Interacts in a positive manner with staff, students and parents.
- Attends meetings and in-services as required.
- Enters demographic information for new staff members into the payroll system.
- Audits and evaluates payroll forms for new employees.
- Receives time sheets; balances and processes semi-monthly payroll including direct deposits.
- Processes all deduction checks (credit union, garnishments, union dues), payment of taxes and retirement.
- Electronically submits payment for taxes and Medicare.
- Processes cell phone and mileage reimbursement.
- Prepares monthly report of all taxes and other payroll deductions.
- Prepares bank deposits.
- Processes payments for substitutes and supplemental contracts.
- Prepares and files quarterly, semi-monthly and monthly tax reports.
- Prepares annual SERS/STRS and GAAP reports, and semi-monthly SERS/STRS payments/reports.
- Prepares and distributes W-2 and 1099 forms.
- Processes various legal and compensatory information with new employees according to District requirements.
- Closes fiscal year and year end.
- Submits semi-monthly reports and prepares/distributes 1095 forms.
- Tracks extra hours worked by food service staff and creates monthly report.
- Processes quarterly payments for board members.
- Creates and manages work calendars for classified/unclassified employees.
- May work with OAPSE in regard to drivers' salaries to determine deductions for each fiscal year.
- Maintains balance sheets with employees' salaries and board approval dates.
- Reconciles the ESC substitute payroll with District fulfillments.
- Completes employment verification forms.
- Works with Accountant I - Staff to complete the annual ESC salary survey.
- Works with the Treasurer to process unemployment claims.
- Cross-trains with all other staff in Treasurer's Office and provides back-up support where needed.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- None.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High school diploma or equivalent with three to five years related previous experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Notary license may be required.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret documents and instructions.
- Ability to write routine reports and correspondence.
- Ability to communicate effectively with people.

MATHEMATICAL SKILLS:

- Proficiency in math with knowledge of accounting practices and procedures.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

- Must have strong communication, computer, organizational, problem solving and interpersonal skills.
- Ability to deal effectively with employees and others, and be sensitive to confidential information.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Word processing with accurate grammatical, spelling and punctuation skills.
- Must type accurately a minimum of 40 WPM.
- Ability to work with essential office equipment.
- Ability to speak clearly and concisely both in oral and written communication.
- Effective active listening skills.
- Ability to be flexible and adapt to changing situations.
- Ability to prioritize and meet deadlines.
- Excellent attention to detail.
- Excellent computer skills with proficiency in the use of computer applications including word processing, spreadsheet (Excel), the District payroll/accounting/personnel system (USPS), Smart Compliance, and the attendance reporting system (Absence Management).
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk and hear. The employee frequently is required to walk and have repetitive hand motion (e.g., computer keyboard, typing). The employee must occasionally lift and/or move items such as files and boxes. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.