

LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION

POSITION TITLE: Accountant

DEPARTMENT / BUILDING: Business Services / District Office

TITLE OF IMMEDIATE SUPERVISOR: Director of Finance

BARGAINING UNIT: Non-Affiliated

EXEMPT/NON-EXEMPT: Non-Exempt

LOCATOR (HR use only): 009

POSITION SUMMARY: Performs skilled level professional accounting work in the preparation and maintenance of ledgers and reports; and performs related duties as required. The purpose of this position is to maintain accurate and systematic financial records for the school district that meet all state and federal requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Perform internal auditing work of a complex or advanced nature in examining and verifying the accuracy of a variety of accounting reports, records, documents, statements, and other financial information.
2. Process accounts receivable/receipting duties.
3. Maintain Fixed Asset records.
4. Maintain Construction in Process files.
5. Project/Contract management & Accounting.
6. Assist in Budget Management.
7. Assist and participates in the preparation of the annual audit.
8. Prepare year-end entries and statements for the audit.
9. Gather information as requested by auditors, or Director of Finance.
10. Perform cost analysis of labor contracts proposals and provide financial advice relating to negotiation strategy.
11. Coordinate, collect and verify all salary and non-salary information through the budgeting system.
12. Attend staff development opportunities offered through MDE, MASBO, and various financial firms.
13. Perform other duties as assigned by the Director of Finance and Executive Director of Business Services.

REQUIRED QUALIFICATIONS (Specific training or job experience required before appointment):

- 1 Required - Associated Degree in Accounting, Finance, Business Administration, or closely related field.
- 2 Preferred - Four (4) year degree in Accounting, Finance, Business Administration, or closely related field and at least 16 quarter or equivalent semester credits in accounting courses. (No substitution for education)
- 3 3 years directly related experience performing professional accounting functions preferred.
- 4 Knowledge of UFARS, GAAP, GASB rules and guideline.
- 5 Strong knowledge of Microsoft office and Google software products.
- 6 Excellent keyboarding, ten key and data entry skills.
- 7 Ability to meet deadlines.
- 8 Strong organizational skills.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuousl y 66-100%
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk, see and hear				X
Taste or smell	X			
Physical (lift and carry):				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 100 pounds	X			

DATE: 03/26