ACCOUNTANT I, ACTIVITY FUNDS

QUALIFICATIONS
High school diploma with at least three (3) to five (5) years experience in public school accounting, some college desirable
Ability to create spreadsheets using Excel and/or Access software

REPORTS TO
Accounting Coordinator

SUPERVISES
N/A

JOB GOAL
To assist in the coordinated effort to administer adequate and efficient accounting controls to the fiscal affairs of the district.

ESSENTIAL FUNCTIONS
Checks incoming check requests for accuracy and compliance to state law and board policy.
Checks incoming deposit vouchers for accuracy and posts them to the general ledger.
Enters incoming check requests to Accounts Payable System.
Creates purchase orders.
Writes activity fund AP checks.
Monitors correct distribution of checks after matching check copy to back-up.
Handles phone calls.
Maintains complete files for deposits and specific school information.
Maintains activity fund check files.
Reconciles individual school's bank statements and posts any corrections needed.
Researches problems for schools and vendors.
Researches, compiles, and interprets materials for auditors and supervisory personnel.
Conducts training for new office managers and principals as required.
Processes and prepares year-end reports.
Rolls general ledger balances and corrects budget balances forward at the beginning of each school year.
Issues numbered tickets for non-athletic fundraising functions at schools.
Issues forms and receipt books and maintains a log-out system to schools to maintain correct records at school.
Performs other related duties as requested or assigned.
EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

SALARY INFORMATION

Classification: Accountant I, Activity Funds
Scale: Classified
Grade: F
Days Employed: 248 per school year
Beginning Salary $13.00-$20.20

Exception: JPS employees should refer to the Classified Employee Pay Scale Rules of Administration and Implementation.

Overtime: Exempt

CODES

MS Personnel/Accreditation Data: 751001 (Accountant/Bookkeeper)
JPSD Job Position Title: N5310