

Killeen Independent School District

Job Description

Job Title: Staff Accountant

Exemption Status/Test: Exempt/Professional

Reports to: Senior Accountant

Date Revised: March 13, 2022

Dept./School: Accounting

Pay Grade: AM1

Primary Purpose:

Works on monthly reconciliations of balance sheet accounts.

Qualifications:

Education/Certification:

Bachelor's degree in an Accounting or related area; three or more years of working in a business office processing payments or reconciling accounts preferred.

Five years' experience working in a Texas Public School District Business Services Department along with TASBO certification (Accounting/Finance Specialization required for CTSBS or CTSBO) may substitute for bachelor's degree.

Five years' experience working in a Texas Public School District Business Services Department along with 60 semester hours of college credit to include accounting courses; experience must include extensive research and reconciliation of accounts.

Special Knowledge/Skills:

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.

- Experience with accounting software and data entry
- Excellent understanding of accounting rules and procedures
- Advanced knowledge and experience of spreadsheets
- Ability to work independently and make informed decisions
- Analytical skills

Major Responsibilities and Duties:

Reconciles all centralized bank accounts.

Reconciles warehouse and food service inventory.

Reconciles workers' compensation and flexible benefits.

Completes inter-fund and clearing account reconciliations.

Assists with Activity Fund and QuickBooks support for campus personnel.

Requests and reconciles payroll transfers.

Records and reconciles tax payments from the tax appraiser for debt service.

Performs other duties as assigned.

Supervisory Responsibilities:

Supervises activity fund webstores and accounting staff as directed.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Ability to use peripheral devices, high level language programming concepts, data management software, and application development tools.

Posture/Physical Demands: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting. 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. While performing the duties of this job, the employee is regularly required to sit and talk or hear, to use hands to finger, handle, or feel, and to stand and walk. The employee is required to regularly lift and carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders.

Lifting: Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over).

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses, as assigned. The noise level in the work environment is usually moderate.

Mental Demands: Work with frequent interruptions; emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.