



Longview Independent School District

JOB DESCRIPTION STAFF ACCOUNTANT

JOB TITLE:	Staff Accountant	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent Business and Finance	TERMS:	12 Months
DEPARTMENT:	Business Office	PAY GRADE:	Professional 2

PRIMARY PURPOSE:

The federal programs and fixed assets accountant is responsible for maintaining the reporting of federal programs money and federal programs funds and accounts in the district's general ledger. This includes the reviewing, reconciling, and reporting of federal programs, state, local, and other grants being recorded to the general ledger accounts for all funds in the district. This position also provides support to all departments and campuses concerning district accounting policies and procedures over federal, state, and local grants.

QUALIFICATIONS:

Education/Certification/License:

Bachelor's degree with an accounting major from an accredited college or university

Certified Public Accountant (CPA) license, preferred

Special Knowledge and Skills:

- Thorough knowledge of principles and practices of accounting
- Thorough knowledge of federal, state, and local requirements for accounting and reporting use of program and grant funds
- Ability to understand and apply technical information
- Ability to perform computer operation functions for extended periods of time
- Ability to adhere to rigid timelines and exacting procedures for reporting
- Ability to establish and maintain effective working relationships with staff, grant managers, auditors, federal, state, and district financial officials
- Ability to communicate effectively, both orally and in writing



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QUALIFICATIONS: (continued)

Experience:

Extensive experience in accounting, including experience in school district accounting, financial reporting, budgeting, and proficiency in the use of personal computers using Lotus, Excel, and Word, or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain the general ledger and subsidiary accounts by verifying, allocating and posting transactions
2. Reconcile programmatic accounts; i.e., benefit deductions for each payroll
3. Prepare federal, state, and local financial reports that are required to be submitted on a timely basis for reporting to the proper grant administrators or agencies
4. Provide budget analysis and reviews report with grant managers, district directors and supervisor
5. Compile, reconcile, analyze and interpret all internally generated un-audited financial statements and related reports in accordance with GAAP
6. Assure that all entries are booked and that complete and accurate reports are prepared monthly for all program managers and the district
7. Serve as liaison with external auditors
8. Assist with internal audit function to ensure compliance with federal and state law and board policy
9. Communicate with departmental staff, budget officers, grants managers, and campus principals and bookkeepers
10. Utilize a wide range of office equipment including computer technology and software/hardware used in the district



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

11. Reconcile balance sheet accounts, including payroll liability accounts
12. Perform inventory audits
13. Responsible for reviewing and reconciling payroll deductions
14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district's safety policies and procedures
16. Maintain confidentiality in the conduct of district business
17. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
18. Demonstrate regular and prompt attendance
19. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: AUG., 2020