



TITLE:	Accountant - General Ledger/Bond	STATUS:	Exempt
REPORTS TO:	Director Facilities and Planning	TERMS:	223 Days
DEPARTMENT:	Construction	PAY GRADE:	AP4, Non-Chapter 21 Contract

PRIMARY PURPOSE:

The Bond Accountant will manage initiation, implementation, tracking, and reconciliation of all budgetary, purchasing, and accounting transactions for the District’s bond proceeds and designated construction projects. The Bond Accountant will also be responsible for interpreting and ensuring application of policies and procedures.

QUALIFICATIONS:

Education/Certification:

Bachelor’s degree in accounting or finance
 TASBO certification preferred

Special Knowledge/Skills:

Ability to work with numbers in an accurate and rapid manner to meet established deadlines
 Ability to use computer and software to develop spreadsheets, perform data analysis, word processing and working knowledge of Frontline Enterprise Resource Planning (TEAMS/ERP) software preferred.

Ability to successfully interact with students, district employees, parents and district patrons
 Ability to interpret policy, procedures and data
 Working knowledge of financial applications and accounting
 Good communication skills (verbal and written)
 Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

Five (5) years accounting experience with three (3) years of school district accounting experience preferred

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. Frequent district-wide travel is also required. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, etc.). All safety rules and procedures will be adhered to and the work area will be kept clean and orderly at all times. The noise level in the work environment is usually loud to moderate.

Essential Functions:

1. Manage initiation, implementation, tracking, and reconciliation of all budgetary, purchasing, and accounting transactions for the District’s bond proceeds and designated construction projects.
2. Prepare and gather financial information to assist external auditors during the district’s annual financial audit.



3. Act as Bond/Construction department liaison for records management.
4. Assist in establishing, monitoring, and adjusting the budget for construction projects.
5. Reviews construction contracts, purchase orders, change orders, CPR'S, Pay Applications and invoices for proper account coding, invoiced amounts, and approvals.
6. Coordinates and maintains individual project subsidiary ledgers with detailed information on all expenditures funded with bond proceeds.
7. Close out financial data monthly including but not limited to preparing and processing journal entries.
8. Performs the reconciliation of bank accounts and investment accounts monthly.
9. Reconcile, or assist in reconciling, general ledger accounts on a monthly basis.
10. Assists Director of Facilities and Planning in developing and maintaining bond cash forecast spreadsheets.
11. Prepare correspondence, forms and reports assigned by the director of accounting and budget or the executive director of finance.
12. Other duties as assigned.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date