

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Senior Accountant	
<i>Supervisor:</i> Director of Accounting Services	<i>Classification:</i> Exempt
<i>Days/Months:</i> 260 days/12 months	<i>Grade:</i> 6

### **General Responsibilities**

The senior accountant performs a full range of complex accounting duties including payroll processing and all applicable regulatory and contractual requirements in support of both the general ledger and payroll functions of the Accounting Services department.

### **Example of Duties (Payroll)**

Perform timely and accurate report preparation related to payroll regulatory and contractual requirements including federal withholdings, state unemployment, state retirement systems, employee deductions, benefits and W-2's.

Reconcile all payroll-related general ledger accounts on a regular basis preparing correcting journal entries as needed.

Assist with processing of bi-weekly payments to employees and other payroll-related payments as required.

Perform testing of upgrades to the payroll system software and as needed work with software vendor to troubleshoot problems.

Attend and conduct training for payroll staff and timekeepers to ensure accuracy, effectiveness and efficiency of the timekeeping function.

Participate in the formulation and implementation of District-wide payroll policies and procedures. Work with auditors on payroll related items.

Respond to payroll related inquiries from employees and supervisors.

Perform other duties as assigned.

### **Example of Duties (General Ledger)**

Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions; resolving discrepancies.

Perform a variety of accounting tasks including general ledger journal entry preparation and accounts receivable invoices. Enter asset, liability, revenue and expense entries into the District's financial software as a result of compiling and analyzing account information.

Perform maintenance of the District's general ledger module by creating new accounts and designing report templates.

Communicate with various school personnel to provide ad hoc financial reports from the District's financial software and other high-level financial analysis.

Prepare and process various fiscal year-end accounting and closing tasks in preparation for the annual financial statement and single audit.

Perform testing of upgrades to the financial system software and as needed work with software vendor to troubleshoot problems.

Prepare and present formal training and information sessions on accounting policies and procedures and use of the District's financial systems.

Participate in the formulation and implementation of Department goals, objectives, policies, and procedures and of District-wide financial policies and procedures.

Respond to financial and accounting related inquiries.

Perform other professional accounting and financial functions or duties.

### **Equipment Used**

Computer, ten-key adding machine, printer, fax machine, copy machine and scanner.

### **Independent Decisions**

Independent decision making required in areas of general and payroll accounting procedures.

### **Primary Working Contacts**

All levels of District management and staff; federal, state, and local agencies; vendors; auditors; professional organizations.

### **Supervision Received and Exercised**

Works under the Director of Accounting Services.

### **Evaluation**

Annual written evaluation.

### **Qualifications**

Education: Bachelor's degree in Accounting required and Certified Public Accountant certificate preferred.

Experience: Three (3) years of recent professional accounting experience with demonstrated proficiency and scope is required. Preference will be given to experience in a state or local government or school district setting. If the applicant has CPA firm experience, two years of public accounting may substitute for the three years' experience, with at least one year at a senior level. Experience with governmental or school district clientele is preferred.

General ledger experience in an organization subject to governmental accounting rules or experience auditing governmental clients is strongly preferred. Payroll processing experience is strongly preferred. Experience in the following areas is preferred: (governmental) purchasing, encumbrance accounting and grants accounting and compliance. Cross training or experience in any of the following functions is desirable: information technology, financial auditing, governmental finance, electronic procurement and payment processing, and human resources and labor contracts.

Skills: Must have a verifiable background in automated ERP accounting systems. Automated accounting system experience in a governmental or large-sized entity is desirable. Must have recent extensive and verifiable analytical experience and demonstrated ability to perform complex analyses using a sophisticated, integrated financial management system with knowledge and judgment of inter-relationships of financial data and other information.

Knowledge: Knowledge of GAAP relating to governmental accounting is required. Must have an understanding of internal controls and ability to incorporate appropriately into the workplace.

Must have recent experience using electronic spreadsheets and word processing software. Experience with recent versions of the Microsoft Office suite (Excel, Word, Outlook, PowerPoint, Access, Publisher) and Adobe Acrobat Pro is preferred. Must be accurate and proficient at data entry/typing and be able to use a 10-key calculator accurately by touch.

Abilities: Ability and temperament to contemporaneously organize, prioritize, coordinate and perform multiple functions, projects, and tasks, whose priorities change frequently. Ability to perform these work activities accurately, efficiently, and timely with minimal direction, sometimes under stressful situations and short deadlines.

Ability to understand and interpret federal, state, and local laws and regulations; contracts and other legal documents; and other authoritative sources relevant to School District accounting and payroll.

Demonstrated integrity, leadership, and maturity. Ability to maintain confidentiality. Ability to use independent judgment in applying guidelines to varied situations.

Must be able to communicate courteously, professionally, clearly, and concisely, both verbally and in writing.