

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

ACCOUNTANT

Responsibility

The Accountant shall be responsible to maintain the financial records of the school district and report directly to the Superintendent of Schools or designee.

Qualifications

- Bachelor's Degree in Accounting from an accredited college or university
- Minimum of 3 years' experience in Governmental Accounting
- Strong background in Computer Applications
- Ability to supervise accounts payable, purchasing and payroll personnel as needed.

Knowledge and Ability

1. Working knowledge of accounting principles and practices including familiarity with governmental (GAAP) accounting principles.
2. Working knowledge of computer operations and spreadsheets (Excel).
3. Ability to analyze accounting problems and present solutions.
4. Ability to provide technical assistance and direction to those who maintain financial records or conduct financial transactions on behalf of the District.
5. Ability to reconcile complex General Ledger Accounts.

Duties

1. Assist in yearly preparation of school budget including Special Revenue funds.
2. Input and maintain school district budget utilizing appropriate financial software.
3. Analyze monthly encumbrances and expenditures (including payroll accounts) and advise Assistant School Business Administrator and School Business Administrator on status of account balances.
4. Maintain financial journals and subsidiary ledgers including balance sheet accounts.
5. Supervise Accounts Payable process for accuracy and timeliness of payments.
6. Prepare all monthly and annual financial reports as required including all Fund 20 Special Revenue accounting and reporting.
7. Assist and/or develop quarterly, annual and random reports required by the District when requested to do so.
8. Prepare special information needed for annual audit. Provide information and documentation to district auditors in the preparation of annual CAFR.
9. Perform any other related duties as assigned by the Superintendent of Schools or designee.

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ACCOUNTANT (Cont'd.)

Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript

Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

Terms of Employment:

12-month non-aligned, salaried position with agreement between the employee and the Perth Amboy Board of Education. The Accountant will be evaluated by the Superintendent of Schools or designee.

Date Adopted: December 4, 1997

Date Revised: June 20, 2019