

St. Martin Parish School District

Revised 7/17/2024

Job Title:	Accountant	Reports To:	Chief Financial Officer
Supervises:		HR Contact	Julie Laviolette
Location/Grade Level:	St. Martin Parish School Board	Level/Salary Range:	12-Month Salary Schedule
EVALUATION:	Performance Evaluation, annually		
Qualification and Education Requirements	College degree with major in Accounting preferred; experience in the area of accounting		

JOB DESCRIPTION:

To assist the Chief Financial Officer in the administration of business office and fiscal affairs

ROLE AND RESPONSIBILITIES:

1. Follow the rules and regulations found in the St. Martin Parish Policy Handbook.
2. Observe any other school board rules or practices, including those pertaining to punctuality and absenteeism.
3. Maintain complete and systematic sets of records of all financial transactions of the fund or funds, or other group of accounts, assigned by the Chief Financial Officer.
4. Review the completed transaction details, and the related subsidiary records, if any, of the assigned fund or funds, or other group of accounts.
5. Prepare and/or oversee preparation of receipts (as applicable) for funds received, as such receipt of funds relates to the assigned fund or funds or other group of accounts.
6. Prepare and/or oversee document preparation supporting disbursements and/or expenditures as they relate to the assigned fund or funds, or other group of accounts.
7. Critically review and/or oversee proper recordation of receipts and disbursements as they relate to the assigned fund or funds, or other group of accounts.
8. Prepare and/or review journal entries and other adjustments to the assigned fund or funds, or other group of accounts.
9. Prepare and critically review financial statements and/or similar records for the assigned fund or funds, or other group of accounts.
10. Reconcile balance sheet accounts or similar accounts for assigned fund or funds, or other group of accounts.
11. Assist in preparation of information to be considered for presentation to the Board.
12. Assist in preparation of internal reports for use by management and/or the Board.
13. Assist and/or prepare external reports required in connection with regulatory authorities (Internal Revenue Service, State of Louisiana and any of its several departments and commissions, any of the several state retirement systems, and any local governmental authorities, etc.) relative to compliance with applicable local, state or federal rules, regulations, or guidelines.
14. Assist in records preparation for any financial audits from whatever source for the assigned fund or funds, or other group of accounts.
15. Assist training co-workers, as needed, in knowledge and/or expertise that you possess.
16. Assist directors, supervisors, principals, and other administrative staff with financial information needs as it relates to your assigned fund or funds, or other group of accounts.
17. Assist other (non-business office) employees/retirees regarding their information needs as it relates to your assigned fund or funds, or other group of accounts.
18. Prepare annual budgets for review with the Chief Financial Officer for your assigned fund or funds, or other group of accounts.
19. Assume other responsibilities as assigned by the Chief Financial Officer.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the St. Martin Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.

15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

SUPPLEMENTAL SALARY SCHEDULE (ACT 311):

The salaries provided in the salary schedules shall be considered compensation for work performed by each employee which relate to his/her prescribed duties and responsibilities, as identified and described in the employee's job description(s). Additional compensation shall be provided as follows:

- (1) In addition to all other compensation to which a teacher is entitled, any teacher who is not afforded the minimum uninterrupted planning time required by R.S.17:434(A) shall be compensated at the effective hourly rate of that teacher for each hour of planning time.
- (2) Any employee in a certified position who performs approved work beyond the scope of their prescribed duties and responsibilities in their job description and for which prior approval has been obtained from their direct supervisor and district administration shall be paid at the rate required by La. R.S. 17:418. Any work to be performed outside of an employee's job duties and responsibilities shall require the employee to:
 - (a) submit a written description of the services to be performed and the estimated time to complete the task, which shall be submitted to the employee's immediate supervisor prior to commencing such services;
 - (b) obtain the prior written approval of the employee's immediate supervisor and district administration; AND
 - (c) obtain supplemental, written authority from the employee's immediate supervisor and district administration before exceeding the initial estimated time for performing such services.

Such employee shall submit a completed Extra-Duty Timesheet reflecting the services actually provided and the time spent for each item, rounded to the nearest one-tenth of an hour, within seven (7) calendar days of performing such services to their immediate supervisor. The Extra-Duty Timesheet with prior approval documentation must be submitted to Payroll monthly as the work is performed in accordance with established Payroll cutoff deadlines.

- (3) All nonexempt employees shall be compensated for overtime work in accordance with the Fair Labor Standards Act, 29 U.S.C. 201. If individuals are employed in one capacity but voluntarily work part-time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary voluntary capacity shall not be counted as hours worked for overtime purposes in accordance with SMPSB Compensation Guidelines/Overtime policy (GBAA).

While the operation of the St. Martin Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name		Employee Signature:	
		Date:	
Approved By: Employee Signature:		Date:	