



STILLWATER AREA PUBLIC SCHOOLS Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>District Accountant</i>	Department / Building: <i>Finance / Central Services</i>
Reports to: <i>Supervisor of Finance</i>	FLSA Status: <i>Exempt</i>
Band/Grade/Subgrade: <i>C41</i>	Bargaining/Work Unit: <i>Coordinators/Supervisors/Specialists</i>
Position Last Updated: <i>3/26</i>	Next Position Description Update: <i>3/29</i>

SECTION II: JOB SUMMARY

Serves as a key accounting and financial support resource for the district, maintaining in a current status the records of cash, accounts receivable, payable, disbursements, and the general ledger for all funds on an accrual basis for the entire district. Provide service to district staff regarding accounting and budgetary inquiries.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Accurately record and maintain accounting transactions of the district.
Percent of Time:	70%	

Tasks involved in fulfilling above duty/responsibility:

- Ensure accurate transfer/recording of data to the financial system.
- Maintain all district bank accounts in a current and accurately reconciled condition.
- Maintain district chart of accounts so that UFARS and GAAP are met.
- Assist Supervisor of Finance in all aspects of year-end accounting processes and audit.
- Ensure accurate recording of all revenue and expenditure transactions of the district.
- Assist in development and monitoring of the district's revenue and expenditure budget.

Duty/Responsibility No:	2	Statement of duty/responsibility: Serve as a resource to finance support staff and administrators.
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Provide technical assistance and advice in the use of the financial system.
- Assist with costing scenarios for negotiated agreements.
- Aid in completion of required state/federal reports.
- Respond to questions from district staff relating to financial transactions, reports, or accounting functions.

- Assist in maintaining access/updates within the finance system.
- Prepare reports for the school board.

Duty/Responsibility No:	3	Statement of duty/responsibility: Special Projects
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Assist the Supervisor of Finance and Chief Financial Officer as requested.
- Provide training to sites and departments as necessary.
- May serve on district committees as assigned.
- Perform other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish and maintain effective working relationships with district staff at all levels.
- Strong interpersonal skills.
- Ability to elicit cooperation and collaboration with site staff throughout the district.
- Ability to work in a fast-paced environment with continually changing deadlines and requests from a variety of sources.
- Comprehensive knowledge of programs and understanding of expected outcomes.
- Ability to handle multiple and changing priorities with demonstrated attention to detail and deadlines.
- Excellent time management, planning, organizing, and oral and written communication skills.
- Knowledge of and experience in use of Fund Accounting.
- Knowledge of UFARS.
- Knowledge of applicable state/federal regulations and GAAP.
- High tolerance for stress and the ability to sequence tasks.
- Demonstrated accuracy.
- Highly developed technology skills, specifically with Microsoft Office Suite and Excel.
- Knowledge/ability to work in a team environment.
- Ability to interpret data.
- Ability to understand and communicate regulations.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school diploma or GED equivalent.
- Four-year degree in accounting or related field.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VI: EXPERIENCE REQUIREMENTS

- Three years of accounting experience.
- Knowledge and experience in public accounting and computerized application systems (Windows, Microsoft Office, Excel).
- K-12 school district experience preferred.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of learning, environment, and resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)				
Demands		Demands		Demands
Physical		Lifting/Carrying		Exposure to Environ. Conditions
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids
Walking	O	Up to 25 pounds	O	
Sitting	C	Up to 50 pounds	N	
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts
Hearing	F	More than 100 pounds	N	Electrical shock risk
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives
Climbing, balancing	N	Quiet (i.e., private office)	F	Fumes
Stooping (bend at waist)	O	Moderate noise (i.e., business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)
Crouching, crawling, kneeling, squatting	O		Loud noise (i.e., many children laughing & playing, large earth moving equipment)	N
Stretching/reaching with hands & arms	O			
				Sight
Distinguishing smell	N	Very loud noise (i.e., jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus
Distinguishing temperature	N			
Traveling by automobile	O			Color vision (identify & distinguish colors)
				Peripheral, depth perception