Job Title: Senior Accounting Technician 2
Reports To: Chief Financial Officer
Department Head: Chief Financial Officer

Job Duties, Tasks, & Responsibilities

- **General Accounting**

  Cash Receipts
  - Receive deposit documentation from Senior Accounting Technician colleague and validated deposit slip from employee that makes the bank deposit.
  - Receive and review or provide appropriate general ledger coding for each deposit item
  - Alio entry of deposit information into cash receipts software module
  - Provide cash receipts journal edit and supporting documentation to Supervisor of Accounting or Admin Director of Business Operations for review, approval, and posting
  - Receive edit documentation after posting and maintain electronically in Alio Content and in hard copy folders filed by month.

  Direct Pay, Adjustments, Other Entries
  - Receive, review, and process documentation pertaining to direct payments, adjusting journal entries, and other accounting entries
  - Receive and review or provide appropriate general ledger coding for each item received
  - Alio entry of accounting transaction information into appropriate software module
  - Provide journal edits and supporting documentation to Supervisor of
  - Accounting or Chief Financial Officer for their review, approval, and posting
  - Receive edit documentation after posting and maintain electronically in Alio Content and in hard copy folders filed by month.

  Other General Accounting
  - Primary responsibility for vendor file and chart of accounts management
  - Primary responsibility for management of postage machine and mail operations including USPS, FedEx, and UPS
  - Primary responsibility for maintenance of hard copy check run and check
  - register binders
  - Manage electronic billings and process for payment - Entergy, First Student, Fuelman, ABM, and any other as needed.
  - Primary responsibility for purchase order processing

- **Travel Expense Management**
  - Provide technical assistance for all questions pertaining to Board travel policy
  - Receive and review all employee travel expense reimbursement requests
  - Examine requests in sufficient detail to ensure compliance with Board policy
  - Review or provide appropriate general ledger coding for each request
  - Alio entry of travel request data pertinent to payment

- Prepare accounts payable edit report for travel checks and forward to Supervisor of Accounting for review
- Receive check listing from Senior Accounting Technician colleague and retain payment files electronically in Alio Content and in hard copy folders by month

- **Accounts Payable**
  - Prepare and print check run for accounts payable batches upon directive from Supervisor of Accounting
  - Post accounts payable check runs to general ledger interface
  - Affix postage to checks and place in the U.S. Mail outbox for delivery to post office
  - Scan and maintain electronic record of Summary Check Register by Batch and Accounts Payable Detail Check Register by Fund for each individual check run printed
  - Print hard copy of Summary Check Register by Batch and Accounts Payable Detail Check Register by Fund for each individual check run printed for inclusion in hard copy binder
  - Serve as primary accounts payable employee should circumstances require

- **Human Resources Administration, Special Projects**
  - Reconciliation of employee benefit provider accounts as requested • Alio entry of employee human resources data and assistance in time and attendance as requested
  - Assist payroll department in administrative duties as requested
  - Prepare accounting schedules, forms, and reports as requested
  - Assist external auditors as requested
  - Other assignments as requested

- **General Office Duties**
  - Make bank deposits at Regions Bank Lutcher branch as necessary
  - Provide relief for receptionist as needed
  - Primary file custodian of office files including but not limited to hard files, electronic files for contracts, life insurance, and student accidents

2.0 PROFESSIONALISM

2.1 The employee shows professionalism in attitude and conduct

- Accepts and uses constructive feedback.
- Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- Uses verbal and non-verbal communication in a manner respectful of others.
- Writes and speaks clearly and concisely so that the message is understood.
- Develops and maintains a safe and caring environment for all of our employees and students.

- Demonstrates positive support through actions and words as ambassadors of the schools and districts. • Dresses for success according to job responsibilities.
- Treats all stakeholders in a respectful and helpful manner.
- Cooperates with administration in the performance of additional duties.
- Completes tasks, reports, and documents accurately according to specified timelines and expectations. • Maintains self-control.
- Adheres to Board policies and procedures and administrative rules, guidelines, and regulations.
- Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary.
- Adheres to ethical, legal and professional standards.
- Applies laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately.
- Follows directives as assigned by supervisor.
- Refrains from revealing confidential information.
- Uses proper administrative procedures for making requests and resolving conflicts.

2.0 denotes non-instructional indicators. Deficiencies in these areas shall not be subject to a plan of intensive assistance.

METHOD OF EVALUATION
At least once per year by Chief Financial Officer

OTHER DUTIES AND RESPONSIBILITIES
Other duties may be assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND CERTIFICATION
Preference of Bachelor's degree in accounting or related business field; experience with the job duties listed above.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, speak, hear and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment described here is representative of which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently exposed to a noise level in the work environment which is moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

My signature indicates that I have been informed that the evaluation of my job performance is controlled by the St. James Parish Personnel Evaluation Plan and that a copy has been made available for my signature.

Signature Date