

Accountant

BAND	GRADE	SUBGRADE	FLSA STATUS
c	4	1	Exempt
			Level Four
NATURE OF WORK			
Is responsible for performing general accounting activities, including the preparation, maintenance and reconciliation of ledger accounts and financial statements and capital expenditure schedules. Responsibilities may include: preparing, recording, analyzing and reporting accounting transactions and ensuring the integrity of accounting records for completeness, accuracy and compliance with accepted accounting policies and principles; providing financial support, including forecasting, budgeting and analyzing variations from budget; analyzing and preparing statutory accounts, financial statements and reports.			

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Performs a variety of account reconciliations to ensure accuracy of financial data and information, which may include: account receivable, account payable, payroll, cash receipts and deposits, and/or other related items; and investigates and resolves accounting issues and discrepancies.	Daily 30%	C4
2.	Prepares a variety of statements, invoices, reports, records, and/or other related financial documents.	Daily 20%	C4
3.	Assists with the Development of the school district budget which includes analyzing department operational budgets; maintaining periodic reports, reviewing classification of budgeted items and performing other related activities.	Weekly 10%	C4
4.	Receives, processes and prepares a variety of receipts, invoices, statements, payments, transactions, budget changes, and/or other related information; maintains files and records.	Daily 20%	B2
5.	Performs a variety of accounting-related functions, which includes: reviewing and approving payables; preparing accounting schedules; entering information into a database; and completing other related task	Daily 15%	C4
6.	Prepares and reviews audit work papers to provide assistance to internal and external auditors.	Daily 5%	C4
7..	Performs other duties of a similar nature or level.	As Required	N/A

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department/student.

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LEVEL OF DECISIONS

Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and program policies and objectives.

DIRECTION RECEIVED

Work under minimal direct supervision, but is provided with clear objectives and standards to coordinate the assigned program.

DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to temporary employees, and/or regular employees; troubleshoot problems and issues commensurate with relevant experience; and instruct others in work methods and procedures.

TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in accounting or finance and 2 years of related accounting experience
- CPA Preferred but not required

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- None

KNOWLEDGE REQUIREMENTS

- Accounting principles, methods, and practices;
- Computers and related software applications;
- Budget development methods;
- Auditing principles, methods, and practices;
- Generally Accepted Accounting Principles (GAAP);
- Governmental Accounting Standards Board (GASB) principles;
- Internal financial control practices;
- Grant accounting;
- Automated financial systems.

SKILL REQUIREMENTS

- Using computers and related software applications;
- Applying GAAP;
- Recording, verifying, reconciling, and reporting accounting transactions;
- Preparing financial statements and reports;
- Developing budgets;
- Researching account discrepancies;
- Applying accounting procedures and principles;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Accountant

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

CLASSIFICATION HISTORY

DATE	COMMENT
September, 2022	Draft prepared by GBS
April , 2023	Reviewed by Executive Director of HR, Director of Finance, and Executive Director of Finance and Operations

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.