

## Randolph County Schools

### Job Description

**POSITION:** Accountant II

**QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Ability through training or experience, to pass State Qualification test for Accountant

**REPORTS TO:** Building Principal or Administrator

**SUPERVISES:** None

**JOB GOAL:** Assists and performs financial accounting responsibilities in their school, department or division.

**PERFORMANCE RESPONSIBILITIES:**

1. Performs financial record keeping for school lunch program, if applicable
2. Keeps ledger and assists with general fund intake and distribution.
3. Keeps record of school allocation accounts and distributions.
4. Accounts for distribution of any grant programs.
5. Prepares bank statements and makes deposits of fund-raising activities after determining monies received.
6. Prepares purchase orders as directed by the principal.
7. Assists with other financial matters at the request of the supervisor.

**TERMS OF EMPLOYMENT:** Service Personnel Employee Salary Schedule Grade E with 200 days and extended term as approved by the Board of Education.

**EVALUATION:** Annually by the Principal/ Supervisor in accordance with Board of Education policy on the evaluation of service personnel.