

# CENTRAL SCHOOL DISTRICT

**Job Title:** Accountant - *Position not in use*

**Occupational Group:** Confidential

**Reports to:** Director of Fiscal Services

**Work Year:** 12 months

**Date of Board Approval:** 7/28/1993

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## **DEFINITION**

Under the general supervision of the Fiscal Services Manager, the Accountant is responsible for financial record keeping and fiscal analysis, and reporting the school district's financial activities and to do other related work as required.

## **QUALIFICATIONS**

### **Education/Certification:**

- Two years college coursework with degree or major emphasis in accounting.
- Must obtain within six (6) months of employment CPR training and keep it current.

### **Experience:**

- Two years full time experience in applied technical accounting activities with payroll and accounts payable experience.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Principles, methods, practices and procedures of school district accounting and financial record management and reporting; legal mandates, policies, regulations and guidelines pertaining to accounting and fiscal record management and reporting processes; machine accounting and computer-assisted accounting systems, programs and equipment; bookkeeping, accounting and fiscal planning, and management systems and procedures.

#### **Ability to:**

Perform complex financial record keeping; communicate effectively, both orally and in writing; prepare clear and accurate financial statements and reports; plan and organize work; work independently with minimal accountability controls, meet schedules and timelines; analyze and resolve problems and draw accurate conclusions; complete work with many interruptions; establish and maintain cooperative and effective working relationships with others.

## **ESSENTIAL & REPRESENTATIVE DUTIES** – Duties may include, but are not limited to, the following:

1. Prepares necessary monthly, quarterly, annual and other interim financial reports as required by local, State and Federal agencies. **E**
2. Performs accounting functions for State and Federally funded programs/projects. **E**
3. Performs accounting and fiscal reporting functions of State Lease/Purchase Programs and Special Reserve/Capital Facilities/Capital Expenditure Funds of the District. **E**
4. Assists in the formulation, revision and implementation of the computerized financial record keeping systems. **E**

**ESSENTIAL & REPRESENTATIVE DUTIES (continued)**

5. Prepares account analyses, trial balances and financial statements of the various district funds. **E**
6. Maintains the District's Revolving Cash Fund and associated records.
7. Receipts income and makes deposits to the District's Clearing Account. **E**
8. Maintains, records, prepares documents for and deposits into the County Treasury. **E**
9. Prepares for input and posts financial transactions within the District's computer system for all Fund activities. **E**
10. Assists in the review of purchase requisitions as to correctness of account codes, availability of funds, authorization of signatures and completeness. **E**
11. Performs a variety of financial and statistical research as required.
12. Prepares and/or audits a variety of statistical data and reports. **E**
13. Assists in payroll and accounts payable as needed.

**WORKING CONDITIONS**

Office environment, subject to constant interruptions.

**PHYSICAL ABILITIES**

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs.