

**TITLE:** ACCOUNTANT

**QUALIFICATIONS:** Bachelor's degree in Accounting/Finance  
Related experience in Governmental Accounting  
Proficient in computer applications pertinent to support the position, including but not limited to Microsoft Word, Excel, Access, PowerPoint

**REPORTS TO:** SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

**JOB GOAL:** The Assistant assists the Business Administrator/Board Secretary in the financial/business office activities of the school district.

**PERFORMANCE RESPONSIBILITIES:** In order to fulfill his/her professional responsibilities, the ASSISTANT shall:

1. Assist the School Business Administrator in providing support services essential to the preparation, administration, supervision and control of the district financial operations to include analysis of the following:
  - a. Support all phases of the budget throughout the year; analyze budget variances; prepare budget reports as requested by the School Business Administrator.
  - b. Keep accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and Board policy.
  - c. Prepare and maintain monthly district financial reports.
  - d. Provide general oversight of purchases, care and delivery of school supplies and equipment approved for use in the schools.
  - e. Prepare financial reports for all governmental agencies including the reporting for federal and state funding to include Capital Projects and SDA funding requests.
  - f. Schedule and monitor tax levy payments.
2. Manage special revenue funds (grants) and prepare payment request applications through EWEG.
3. Responsible for all out of district tuitions received/paid and maintenance of related accounts/ledgers.
4. Prepare/supervise reconciliation of bank accounts.

5. Prepare records for annual audit and participates in the audits of the district's accounts
6. Maintain districts fixed assets listings and facilitate annual appraisal reporting.
7. Assist in Transportation bidding/contracting and facilitation of services throughout the school year.
8. Act as Secretary Pro-Temp in the absence of the Board Secretary.
9. Perform other duties within the scope of the position as may be assigned.