

ACCOUNTING SPECIALIST

JD LOCATOR: 4.08.4

Adopted: 8/97

Revised: 6/07

REPORTS TO:	Assistant Superintendent for Business Affairs
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

JOB SUMMARY

Under the direction of the Assistant Superintendent (Business), timely prepare and maintain related reports; perform a variety of technical accounting and complex administrative duties related to the preparation, maintenance, and audit of financial records and accounts within a specialized area. Review, report, and audit records pertaining to districtwide student enrollment and attendance.

The information contained in this job description is for compliance with the Americans 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 individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Perform complex and technical accounting duties in support of an assigned department; establish, monitor, and maintain assigned accounts.
1. Maintain district chart of accounts for all budgeting in accordance with DESE regulations for reporting purposes.
1. Compile/distribute annual allocations for all building/department budgets. Assemble data for budget preparation of proposed/amended board budget books and analytical reports.
1. Supervisory review of activities performed to assess the accuracy and allowability of transactions and determinations.
1. Summarize income and expense data for determining the cost effectiveness of programs, purchases, and activities; prepare analytical reports for administrators as requested.
1. Gather, assemble, post, balance, and summarize accounting data; deposit district monies and receipt all sites deposits to general ledger.
1. Compile, organize, and review financial data and documents; prepare, process, and timely file statistical and financial reports and related documents, balance sheets, and statements as mandated by county, state, federal agencies, and district auditors; responding timely to any/all inquiries.
1. Reconcile and balance assigned accounts; record financial transactions; maintain journals and ledgers.
1. Process accounts receivable and accounts payable as assigned, prepare billings; maintain related files; record receipts and expenditures; transfer budget dollars for purchasing from applicable codes; expenditure transfers for correcting of errors, discrepancies, or sharing of cost of purchases.
1. Process daily receipts, and prepare financial statements and projections as requested.
1. Monitor and control expenditures to assure funds cover expenditures and are charged properly to assigned accounts.
1. Gather, assemble, summarize, and post data for August/October/February/June cycles for DESE Core Data reporting.

1. Maintain lease/purchase, investment, and pledged security ledgers.
1. Assemble, organize, post, balance, and summarize accounting data, assist other employees in fiscal services department with completion of tasks as needed/assigned.
1. Research prior fiscal year data and transactions relating to current problem resolution.
1. Communicate with vendors and district personnel to resolve problems, correct errors, obtain authorizations, and exchange information.
1. Audit financial data and documents to assure accuracy, completeness, and compliance with district policies and procedures, and applicable governmental regulations.
1. Serve as Notary Public to the district and all employees.
1. Maintain a commitment to ongoing professional development.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. One-year certificate from college, technical school or equivalent from accredited university with specialized coursework in accounting, bookkeeping, or related field preferred.
3. Minimum of five years increasingly responsible experience in the preparation and maintenance of financial and statistical records in an automated accounting environment.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.

2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.
8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
9. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.
11. Ability to work independently with little supervision.
12. Ability to perform technical and complex accounting work.
13. Knowledge of accounting, auditing, and budget principles, practices, and procedures.
14. Knowledge of financial, statistical, and fiscal recordkeeping principles.
15. Ability to prepare and maintain accurate files and records.
16. Knowledge of the preparation of comprehensive accounting and attendance reports.
17. Ability to meet strict deadlines.

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 regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those 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.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature

Date

Supervisor's Signature

Date