

JOB DESCRIPTION - SCHOOL ACCOUNTANT

5008.1

JOB GOAL: The position of School Accountant/Administrative Assistant has been designed to assist the District Administrator primarily in the areas of managing the school's financial resources and in providing accountability on local and state levels. Under management direction, the person will be responsible for technical office work involving a considerable degree of independent judgment.

QUALIFICATIONS: In order to be considered for the position of School Accountant, an individual must meet the following qualifications:

1. Considerable knowledge of school accounting and school business
2. Considerable knowledge of purchasing procedures and practices
3. Considerable knowledge of office procedures and policies
4. Considerable knowledge of English, spelling, and composition
5. Working knowledge of data processing procedures
6. Ability to make computations with speed and accuracy
7. Ability to take notes, transcribe and word process neatly and accurately
8. Ability to organize, analyze, and research data
9. Ability to make independent judgments and effectively communicate
10. Ability to work with personnel of varying temperaments

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

TRAINING AND EXPERIENCE:

1. ~~Graduation from high school and business and/or technical college; college degree preferred~~ Graduation from high school and business and/or technical college; college degree preferred
2. Office experience in similar areas of responsibility as outlined above
3. Experience in accounting procedures preferred
4. Experience in school finance desired

REPORTS TO: District Administrator

PERFORMANCE RESPONSIBILITIES:

1. Payroll/Fringe Benefits
 - A. Semi-monthly payroll
 - B. Federal, State, FICA reports
 - C. State Teacher Retirement reports
 - D. State and Federal tax forms for school employees
 - E. State and Federal tax reports for school district
 - F. Unemployment Compensation Quarterly Wage Report
 - G. Employee fringe benefit administration (health, dental, life, long-term disability and tax deferred annuities)
 - H. Personnel records (sick leave, personal leave, insurance waivers)
2. Purchasing/Accounts Payable
 - A. Processes purchase orders, prepare bid specifications and analysis thereof
 - B. Verifies invoices, prepare and code invoices for payment
 - C. Prepares accounts payable for School Treasurer

3. Accounts Receivable

- A. Receipts-deposit all monies and maintains ledgers
- B. Checking accounts-maintains operating and payroll
- C. Bank reconciliations of all checking accounts
- D. Investment of all school monies
- E. Prepares state and local financial reports
- F. Prepares state milk reports
- G. Audit assistance and closing entries
- H. Monthly journal entries
- I. Budget preparation

4. School Board Meetings

- A. Assists in preparation of board packet and reports
- B. Transcribes meeting minutes for District Budget Committee
- C. Maintains official record of meeting minutes
- D. Responds to expenditure/revenues questions from the School Board
- E. Attends meetings as requested

5. Computer Technology

- A. Spearheads office technology in areas of budget, building records and student records, and other components as needed
- B. Acts as liaison in computer area between administrative and instructional components

6. Other Responsibilities

- A. Prepares government reports and election notices
- B. Prepares budget and other financial reports
- C. Oversees the accounting of all district funds
- D. Oversees the district cash flow analyzing revenues/expenditures to determine investment alternatives
- E. Oversees monthly reconciliation of bank accounts
- F. Prepares all necessary data for insurance, elective TSA's and retirement
- G. Performs secretarial functions for the District Administrator
- H. Oversees all purchase order functions
- I. Processes attendance records
- J. Oversees district inventory of fixed assets
- K. Performs any other duties as assigned by the District Administrator

~~**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.~~

~~**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.~~

SCHEDULE: A yearly schedule will be developed that best meets the needs of the District.

Adopted: 9-21-83
Revised: 4-23-97
Revised: 2-18-04