

## Job Description

**Title:** District Accountant

**Reports to:** Accounting Manager

**General Summary:** Responsible for the accounting and reporting of all district grant funds including budgeting on the accounting software system and reviewing expenses and revenues. Also, responsible for completing the monthly reconciliations of the district's main checking account.

### Essential Functions:

1. Maintains the accounting structure for the Grant Fund including adding and deleting accounts as necessary and communicating this structure with appropriate district personnel.
2. Prepares and enters budgets for district grant awards on the accounting software system and performs periodic adjustments as necessary throughout and between fiscal years.
3. Reviews grant expenditures and receipts for accuracy and perform necessary corrections through adjusting journal entries.
4. Reviews payroll distribution reports to ensure proper coding of grant related and special education salary and benefit expenditures.
5. Codes and verifies grant and special education receipts and prepares for entry on the accounting software system.
6. Prepares monthly, quarterly, semi annual and annual financial reports for all district grant awards and the Below Age Five Special Education Program including collecting the appropriate data and maintaining supporting documentation.
7. Performs monthly bank reconciliations for the district's main checking account, verifying deposits and withdrawals for appropriate supporting documentation and proper entry on the accounting software system. Enters necessary corrections on the system for cash and cash related items. Also, assists with the monthly Food Service Reconciliation.
8. Assists the Director of Special Education and the Director of Transportation with the preparation of the annual Special Education Final Financial Reports and the annual and semi annual Special Education Transportation Final Financial Reports.
9. Collects, analyzes and reports expenditures for the Medicaid Administrative Claim Program.
10. Assists with the district's annual financial audit by providing requested financial data relating to grants, special education expenditures and receipts and bank reconciliations.
11. Provide support to district personnel, including but not limited to creating reports, in the area of grants receipts and expenditures.
12. Maintains and accesses archived financial data residing on the AS 400 accounting software system.
13. Performs all other duties as requested by the Accounting Manager.

**Qualifications:**

- 1. Education Level: Bachelor’s degree in accounting and business administration preferred.
- 2. Certification or Licensure: None
- 3. Experience desired: Experience in school finance or related area with specialized knowledge of grant accounting.
- 4. Other requirements: None

**Special Requirements:**

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing .....	X		
2. Walking .....		X	
3. Sitting .....		X	
4. Lifting <u>20</u> lb max. ....	X		
5. Carrying <u>25</u> feet.....	X		
6. Pushing / Pulling .....	X		
7. Climbing / Balancing .....	X		
8. Stooping / Kneeling / Crouching / Crawling.....	X		
9. Reaching / Handling.....	X		
10. Speaking / Hearing .....			X
11. Seeing / depth perception / color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_