

Position: Staff Accountant

Supervisor: Deputy Supt. of Finance/CFO

Number of days to be worked: 234

Primary Role and Purpose

The Staff Accountant will be experienced in handling a wide range of accounting support related tasks and will be able to work independently with little supervision and/or review. All duties must be completed timely and accurately. This person must possess strong organizational and time management skills with knowledge of payroll, the ability to post to the general ledger, bank reconciliations and other accounting tasks.

The Staff Accountant will have a thorough understanding of the District's financial reporting structure. The Staff Accountant will work closely with Senior Management to implement sound fiscal policies, procedures, and controls. He/She will work with the Deputy Superintendent of Finance to ensure a clean and timely year-end audit.

Education

- Bachelor's degree in Accounting or Finance

Skills

- Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB)
- Ability to analyze and interpret financial data
- Ability to analyze and evaluate accounting problems, develop data, and recommend improved procedures
- Knowledge of computerized accounting systems
- Ability to use personal computer and software to develop complex accounting reports, spreadsheets, and databases
- Ability to work with numbers in an accurate and rapid manner
- Effective communication and interpersonal skills

Experience

- Minimum of 3 years in a school setting
- Familiar with TEA accounting code structure

Major Responsibilities and Duties

Accounting:

- Classify, record, and summarize numerical and financial data to compile and maintain financial records according to governmental accounting principles and district procedures.
- Work with administrators, principals, directors, and staff regarding budget and accounting issues.
- Compute and prepare data for journal entry and budget transfers.

- Prepare income statements, balance sheets, consolidated statements, and other statements and reports.
- Monitor and reconcile expenditures with budget availability.
- Set up and maintain account controls, logs, and files.
- Perform cost accounting activities, bank reconciliation, or accounting for grant expenditures.
- Review and verify accuracy of journal entries, accounting methods, and procedures.
- Prepare all financial Public Information Management (PEIMS) data.

Payroll

- Run Payroll – semi-monthly.

Records and Reports

- Federal Expenditure Reporting
- Record, store, and analyze information using accounting software.
- Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
- Compile, maintain, and file all reports, records, and other documents required, including auditable records and financial statements.
- Compile, maintain, and file all payroll records.

Additional Job-Related Duties:

- Must be punctual and maintain an excellent attendance record
- Extended hours may be required
- Maintain control in stressful situations
- Some lifting may be required

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.

Human Resources Signature: _____

Date: _____

Employee Signature: _____

Date: _____