

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *District Accountant*

QUALIFICATIONS:

- Minimum of a bachelor's degree with a major in accounting or related business field.
- Applicable work experience may be considered in lieu of all/part of the educational requirement.
- Three (3) or more years of experience in accounting and/or auditing preferred.
- Advanced writing, communication, and interpersonal skills.
- Intermediate math, critical thinking, analytical, organizational, strong attention to detail, budget and accounting skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Advanced knowledge of Microsoft Office suite including Word and Excel, accounting software, standard database systems required.
- Ability to manage confidentiality in all aspects of the job.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements.

REPORTS TO: Finance Director

SUPERVISES: None

ACCOUNTABILITY: Performance evaluation annually

SALARY: 12 - Month Certified Salary Schedule

TERMS OF EMPLOYMENT: 12 - Month

JOB GOAL: To perform a variety of professional level accounting duties involving the accounting recording and reporting of financial transactions; to review accounting records and reports for accuracy; assist other departmental staff and school level personnel with accounting related functions.

PERFORMANCE RESPONSIBILITIES:

- Manage capital asset subledger and associated depreciation schedule to include maintaining the capital asset module to record, track, monitor and inventory districts assets to determine the appropriate acquisition, disposal, or modification of assets.
- Assist with preparation of month end close reports for all funds to include reviewing and posting appropriate journal entries. Oversee and support reconciliations and audits as

assigned. Provide guidance and training to all support personnel on accounting software. Reconcile bank accounts.

- Assist with preparation of audit and accrual entries for year-end closing and annual comprehensive financial report. Secondary liaison/resource including decision making responsibilities for federal, state, and district audits and reviews.
- Maintain the accounting system by monitoring revenues and expenditures in all funds. Oversee and assist in the preparation of various financial reports, including variance reports. Assist administrators in identifying the cause of significant variances.
- Analyze and recommend procedures and system improvements for fiscal accounting.
- Maintain current knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) statements and fiscal accounting best practices by attending workshops and conferences or using online sources.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly,

employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date