

District - Accountant

Job Title: Accountant
Department: Finance/Accounting
Reports to: Superintendent
Classification: "Gxempt
Category: "*****Rtqhguaikqpcn

Summary

Under the direction of the Superintendent, the Accountant plans, coordinates, oversees and participates in the accounting and business operations of the District.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Analyze financial information to identify potential budget variances, compile statistical and financial information, recommend policies and procedures and/or ensure compliance to district, state and federal funding requirements.
- Analyze specific accounting operations to ensure efficiency and adherence to established policies and procedures.
- Assist district personnel with finance-related needs.
- Research discrepancies of financial information and/or documentation to ensure conformance with required accounting practices.
- Assist in development of reporting processes, procedures and internal controls.
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É*****Prepare a wide variety of financial reports and letters.
- Maintain a wide variety of fiscal information, files and records.
- Assist the Superintendent in preparing and monitoring the budget.
- Invest district funds in accordance with state law and Board policy.
- Arrange for audits and work with auditors to implement recommendations.
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform function.
- Prepare and enter general journal entries and transfers in accordance with financial requirements.
- Prepare Central Office revenue deposits.
- Solicit bids and make recommendations to the Board regarding depositories of district funds in accordance with Missouri law.
- Control the use of district credit cards in accordance with district procedure.
- Reconcile account balances (e.g. bank statements, cash receipts, accounts, general ledgers, etc.) to maintain accurate account balances and comply with accounting policies, practices and regulations.
- Cross-train with other Central Office positions and assist with other Central Office positions as needed.
- Become proficient with office software programs.
- Maintain confidentiality.
- Other duties as assigned by the Superintendent of Schools and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

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District - Accountant

Qualifications

Bachelors degree in Accounting.

Knowledge of fund accounting and previous accounting experience.

Skills and Abilities

Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment; performing standard bookkeeping, performing accounting procedures, planning and managing projects, preparing and maintaining accurate records, and using pertinent software applications.

Knowledge is required to perform advanced math, read a variety of manuals, write documents following prescribed formats, and/or present information to other, and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes accounting/bookkeeping principles, concepts of grammar and punctuation, and business telephone and computer etiquette.

Ability is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups, maintaining confidentiality; meeting deadlines and working with frequent interruptions.

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 essential functions.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; close vision work, frequent computer use, and significant fine finger dexterity. Generally, the job requires 90% sitting and 10% walking. This job is performed in a generally clean and healthy office environment. Punctual attendance is an essential function of this job. Attendance at monthly Board of Education meetings is required.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Consistent and regular attendance is an essential function of this position

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is consistent with a typical office environment.