

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: Accountant (U40)	Job Family: 1
Department: Accounting, Budgets and Audits	Lane Placement: Z3
Supervisor's Title: Director of Accounting, Budgets and Audits	Contract: 245 Days
FLSA Classification: Exempt	Hours per Day: 8
Original date: 07/94 Revised: 02/15 Revised: 06/21 Revised: _____	

GENERAL FUNCTION

Under the guidance of the Director of Accounting, Budgets and Audits, the **Accountant** maintains the General Ledger, reconciles monthly bank statements, audits State and Federal programs, audits school accounts and petty cash funds, audits warehouses, performs special audits, assists in budget development, assists in external audit, and assists in report preparation. Incumbent prepares and reviews RFP's and performs special investigations and reviews for District officials.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assist the department Director and Accountant Senior with all department functions.
- Maintain the District General Ledger ensuring its accuracy and integrity.
- Reconcile the District's monthly bank statements and work with financial institutions to ensure accuracy.
- Assist Business Administrator and Director of Accounting, Budgets and Auditing with the preparation of the District's annual budget and the Comprehensive Annual Financial Report.
- Assist in implementing District fiscal control procedures. Assist in the preparation of Federal and State reports. Prepare RFP's as directed.
- Audit Federal, State and selected local programs annually.
- Audit school accounts, petty cash funds and the purchases and disbursements of all warehouses annually.
- Submit a written report on each audit to District Administration.
- Perform special internal audits, investigations and reviews at the request of District Administration.
- May be assigned to evaluate department personnel. Administer personnel policy and guidelines that apply to the department.
- This position requires punctual and regular daily attendance at work location.
- Requires travel using own transportation to school and District sites.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Bachelor's degree in accounting, finance, business or related field. Master's degree in accounting or related field preferred.
- Certified Public Accountant (CPA) designation preferred.
- Requires at least four years of successful accounting related work experience.
- Supervisory experience preferred.
- Experience with public education finances and budgets preferred.
- Requires a strong knowledge of laws and regulations related to governmental accounting, budgeting and auditing fields.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively present information and respond to questions from principals, directors, administration, employees or the general public.
- Demonstrated expertise in computer programs, including Microsoft Word, Excel, Access, etc. Skyward experience preferred.
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.
- Demonstrated competence in being proactive, motivated, organized and results-oriented within a fast-paced, highly demanding environment.
- Requires excellent communication skills both oral and written.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must be able to provide own transportation, as position requires travel from school to school on a frequent basis.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, i.e. computer, phone, fax, copier, ten-key.

Physical Requirements – Not limited to the following:

- Requires ability to lift a minimum ten pounds.
- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.
- Primarily an office environment with regular visits to school sites. Mental pressures come from maintaining an accounting for a vast array of fixed assets, assisting in budget preparations and monitoring accounting procedures.
- Auditing demands concentrated attention to detail and can produce some stress.
- Some stress may occur from meeting the various deadlines associated with the position. Incumbent should expect to deal with frequent interruptions, situational problem solving, issues related to personnel and needs prioritization.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*