

Openings as of 7/9/2019

Special Revenue Accountant

JobID: 467

Position Type:

Support Staff

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Date Posted:

6/18/2019

Location:

District Office

JOB PURPOSE

Under limited supervision, assists the Finance Director in coordinating and supervising the programs and activities of the Finance Department; performs highly responsible accounting work in accordance with generally accepted accounting principles; and assists with external audit processes, and performs related work as assigned. Reports to the Director of Finance.

ESSENTIAL JOB FUNCTIONS

Assists the Finance Director in coordinating and supervising Finance Department operations, ensuring compliance with all applicable policies, procedures, laws and regulations.

Researches and recommends accounting controls and procedures and system improvements as appropriate.

Creates new general ledger accounts.

Ensures proper reporting of financial information; reviews all financial documents for accuracy and proper classification.

Performs various accounting calculations and reports findings for report preparation and/or decision-making purposes; submits necessary information to the Director for the annual budget book.

Assists all District employees in managing allocated funds; monitors budgets and budget balances and assists in ensuring schools' and departments' adherence to budgets.

Manages and reconciles assigned general fund or special accounts; completes fund transfers as necessary; researches and resolves accounting discrepancies.

May administer and/or coordinate the administration of assigned grant programs, ensuring the accurate and timely preparation, analysis and maintenance of related financial records and reports.

Posts and reconciles revenues with State and County for general operations, special revenue and grants.

Projects year-end fund balance for reporting to the Board; coordinates year-end balancing and closing of accounting ledgers and rolls balances forward.

Reviews, prepares and/or inputs budget information, budget transfers, journal entries and other financial data into automated financial system as applicable.

Completes year-end close-out procedures on assigned accounts.

Assists in the preparation and processing of scheduled and unscheduled payrolls for the District.

Reviews and reconciles payroll prior to posting payroll to ledger.

Assists in administering the use and maintenance of automated financial system software.

Assists with special division projects as assigned.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Represents the division at various meetings as appropriate.

Prepares and/or processes budget documents, financial reports and analyses, work papers, statistical reports, memos, correspondence, etc.

Operates a variety of equipment such as a computer, printer, copier, calculator, telephone, paper shredder, etc.; uses clerical, copier, computer supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, subordinates, other District administrators and staff, school administrators and staff, State Department of Education personnel, financial institutions, vendors / service providers, auditors, and the general public.

Attends training, seminars and conferences, etc., as required to maintain and enhance job knowledge and skills.

Performs duties of Director of Finance as required in his/her absence.

Assists in providing responses to Freedom of Information Act requests.

Assists in managing the proper storage and timely disposition of division records.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Performs related duties as required.

QUALIFICATIONS

Requires a Bachelor's degree in accounting supplemented by six to nine years of professional accounting experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Certified Public Accountant designation is desirable. Must possess a valid state driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, technology equipment, computers, and/or controls.

WORK PLACE EXPECTATIONS

1. Work effectively with and respond to diverse cultures or backgrounds.
2. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and professional manner for the assignment and work setting.
3. Have regular and punctual attendance.
4. Follow all District policies, work procedures, and reasonable requests by the proper authorities.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. The Colleton County School District is an Equal Opportunity Employer.

APPLICATION PROCEDURES

External applicants must complete a District application online.

Internal applicants must complete the internal application online and submit a cover letter and resume to the Office of Human Resources.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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