



TITLE: Staff Accountant

QUALIFICATIONS: Requires a degree in accounting, business, finance or related field. Prior governmental accounting or procurement background preferred. Must have excellent written, oral and computer skills.

REPORTS TO: Director of Finance

JOB GOALS: Under limited supervision and with a customer service oriented mindset, the successful candidate will plan, direct, and coordinate all activities of purchasing function ensuring compliance with all applicable policies, procedures, laws and regulations as well as various accounting duties and serve as backup to monthly and bi-weekly payroll processing.

PERFORMANCE RESPONSIBILITIES:

Procurement

1. Monitors direct purchases by reviewing requisitions.
2. Assists schools and departments in making purchasing decisions.
3. Prepares bids or quotations (or documents of the like) as per the District's procurement code.
4. Prepares and issues purchase orders and change orders as needed.
5. Reviews all bids, request for proposals, and other purchasing requests for compliance with District procurement code.
6. Develop and establish a cadre of professional networking to include local and state officials in the procurement realm to ensure District is always benchmarking best practices.
7. Develops and maintains procedure and state guidelines and prepare reports for district and board approvals.
8. Reports on minority vendors, sole source and emergency purchasing.
9. Works with vendors to provide the best service/supplies at the lowest cost to the district.
10. Develops training programs for school and department personnel and conduct workshops to facilitate understanding within the District.
11. Ensures a relevant and current web presence on District's website related to procurement information and how to do business with the District.

Accounting and Payroll

1. Prepare, post and maintain Transparency Report on District Website in compliance with State Law.
2. Train and serve as a backup to bi-weekly and monthly payroll and manage positive pay alerts.
3. Prepare Sales and Use Tax report.
4. Handle escheatment of check.
5. Prepare and manage vehicle usage report.
6. Prepare and perform bank reconciliations.
7. Prepare other reports as necessary and requested such as Civil Rights Data Collections, Occupational Employment by School Report, Teacher Attendance Survey, and Employee Leave Plans.

Other

1. Performs other duties as assigned by the Director of Finance and/or Chief Financial Officer.
2. Works with others consistently (internal and external/public and private) in a cooperative and respectful manner.
3. Ability to be flexible, handle a variety of tasks and manage multiple tasks without loss of efficiency and effectiveness and within established timelines.
4. Knowledge of current purchasing trends and best practices.
5. Ensure communication with both internal and external personnel is professional and accurate.

TERMS: 12 months

EVALUATION: Performance of this job will be evaluated annually in compliance with the Board's policy on evaluation and professional personnel.

Employee's Signature

Date

Supervisor's Signature