

---

Title: Senior Accountant – District Office Finance Department

General Job Description: The Senior Accountant position performs a variety of financial activities including processing, recording, updating and reconciling fiscal information; providing instructions, recommendations and/or accounting support to other personnel; and analyzing financial activities and expenditures; communicating with the State Department of Education, the U.S. Department of Education, other various agencies and external auditors.

Reports to: Director of Finance

Qualifications:

- Minimum Bachelor's Degree, preferably Accounting/Business major, or with study related to job responsibilities and/or equivalent work experience.
- At least three years of experience in finance desired, preferably in a governmental environment.
- Extensive computer skills, utilizing Microsoft Office (i.e. Word, Excel, PowerPoint), planning and managing projects.
- Excellent verbal and written communication skills.
- Problem solving may be required to identify issues and assist with creating action plans including independent interpretation of guidelines.
- Specific abilities required to satisfactorily perform the functions of the job include communicating with various groups, customer service etiquette a must; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Essential Job Functions:

- Possess and utilize excellent team building skills.
- Accept delegated responsibilities willingly.
- Able to work under occasional stress.
- Demonstrate a high level of initiative in job performance.
- Communicate effectively with a diverse community.

Performance Responsibilities:

- Works closely with the Director of the Fort Mill Virtual Academy and handles all bookkeeping functions, as necessary.
- Monitors funds, accounts, account balances and related financial activity to ensure that allocations are accurate, related revenues are generated, expenditures are within budget limits and fiscal practices are followed.
- Prepares a variety of written materials (e.g. reports, journal entries, budget transfers, program expenditure reimbursement claims, etc.) for the purpose of documenting activities, receiving monies, conveying information and complying with financial, legal and administrative requirements.
- Analyzes fiscal data (e.g. contracts, reports, data, etc.) for the purpose of determining feasibility of service within budget parameters and making recommendations, as well as reporting abnormal activities to supervisor.

- Coordinates with Director of Finance and Coordinator of Financial Services, and other staff for the purpose of completing projects ((i.e. fiscal year closeout financial statements. etc.) efficiently.
- Assists auditors (e.g. external auditors, auditors from other agencies) for the purpose of providing required information and coordinating necessary project activities.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Communicates with personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and complying with established fiscal guidelines.
- Maintains a wide variety of fiscal information (e.g. files, records, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and gathering information required to perform functions.
- Processes a variety of fiscal information for the purpose of administering grant funds and authorizing action in compliance with accounting requirements.
- Recommends policies, procedures and actions on issues that relate to accounting functions for the purpose of providing direction and decision-making.
- Reconciles cash and account balances as assigned for the purpose of maintaining accurate balances and complying with accounting practices.
- Researches discrepancies of financial information and documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing for action.
- Supports functions of other finance department staff for the purpose of maintaining uninterrupted operations.
- Responsibilities include working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures.
- Participates actively in professional organizations. Participates in conferences and training sessions to increase skill level and knowledge base.
- Performs other duties and assumes responsibilities as may be assigned.

Terms of Employment: 240 Annual days per year (8 hours per day)

Salary: Fort Mill School District A7 Salary Schedule

Evaluation: Performance on this job will be evaluated annually in accordance with provisions of the School Board's Policy on evaluation of certified/non-certified personnel.