



## SCHOOL DISTRICT OF NEWBERRY COUNTY

### JOB DESCRIPTION

**TITLE:** Accountant

**FLSA:** Exempt

**TERMS:** Salary in accord with the district salary scale for administrators. Work year is comprised of 240 days per academic year as established annually by the Board.

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### GENERAL SUMMARY

Responsible for processing, recording, updating and reconciling fiscal information; providing instruction, and/or accounting support to other personnel; and analyzing financial activities and expenditures. Reports to Chief Financial Officer.

### ESSENTIAL FUNCTIONS

Assist in the procurement process by reviewing purchase orders and non-payroll requests for the purpose of ensuring adherence to established internal controls.

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.

Assist auditor (e.g. external auditors, auditors from other agencies) for the purpose providing required information.

Assist school bookkeepers as needed for the purpose of training and updating financial information for compliance with student activity funds and proper accounting of general fund appropriations.

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.

Monitors funds, accounts, account balances and related financial activity for the purpose of ensuring the allocations are accurate, related revenues are generated, expenses 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.

Processes a variety of fiscal information for the purpose of administering grant funds and authorizing action in compliance with accounting requirements.

Coordinates and maintains student and property and casualty insurance through dissemination of information to district schools and files claims and reports with the provider as needed.

Analyzes and submits to administrators a monthly budget status report in a timely manner.

Reconciles cash and account balances as assigned for the purpose of maintaining accurate balances and complying with accounting practices.

**JOB SPECIFICATIONS**

**Education and Experience**

Bachelor's degree in accounting supplemented by a minimum of five years of professional governmental accounting experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Qualifications may vary from the above requirements to such a degree as the Superintendent determines necessary and appropriate to ensure properly qualified personnel in the position.

**Knowledge**

Thorough knowledge of school district policies and procedures pertinent to the duties of the job. Thorough knowledge of general and payable accounting practices and procedures. Knowledge of reports and records which must be prepared, processed and maintained in order to meet federal, state and district requirements. Is knowledgeable and proficient in the use of computers for the entry and maintenance of data and the creation of necessary reports.

**Skills/Effort**

Strong accounting, analytical, communication, organization, and mathematical skills. Ability to meet deadlines with accuracy. Ability to monitor expenditures and maintain accounts within budgetary limitations. Skill in the preparation and maintenance of various financial records and reports. Ability to keep abreast of current policies and procedures. Ability to maintain confidentiality of District records and information. Ability to properly schedule workload and independently performs tasks. Ability to communicate in an effective and professional manner with supervisors, co-workers, and external auditors. Is capable of working under a degree of stress related to duties that require constant attention and/or tight deadlines.

**Working**

**Conditions**

Office environment with no exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to ten pounds. Requires ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

**Responsibility**

No Direct supervisory responsibilities.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

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Date: \_\_\_\_\_  
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