

JOB DESCRIPTION

Job Title: Student Activity Extended Day Program Accountant

Qualifications:

The person in this position should have the following credentials:

1. Bachelor's degree from an accredited college or university, accounting or business with accounting preferred
2. Five years' related work experience
3. Experience with large Enterprise Resource Planning System software
4. Proficient knowledge of Microsoft Office, emphasis on excel,
5. Proficient knowledge of Google sheets & forms
6. Ability to research and make recommendations
7. Ability to understand technical processes
8. Software training experience preferred
9. Strong written and oral communication skills
10. Meticulous attention to detail and commitment to task completion
11. Self-starter able to function independently and support a team effort

Reports To:

Position is directly responsible to the Business Services Coordinator.

Job Goal:

To collect, verify, administer and report financial information for the Extended Day Program (EDP), and to support the Student Activity Accounting System for school locations.

Performance Responsibilities:

1. Implementation and training of financial portion of Extended Day Program software;
2. Work with Extended Day Program directors to support proper fiscal management of the Extended Day Program, including financial training, financial reviews and fraud prevention procedures;
3. Organize Extended Day site visits to review fiscal practices including internal controls at each location to assess weaknesses and propose changes where necessary (these may take place after school hours);
4. Review employee hours and rates for EDP positions to confirm the director is monitoring that all employees complete their regular work hours before clocking into the EDP position;
5. Review employee pay rates for EDP positions to confirm that the correct pay rate is assigned to each employee;
6. Review fee collection reports and processes for effectiveness and efficiencies;
7. Support schools in the understanding policies and procedures of the student activity funds to assist EDP Directors in meeting audit standards;
8. Work with technology department to update computer programs and to create effective reports including matrix of net profits, cost per student and profit per student;
9. Collect data from schools and generate reports for internal and external audits;
10. Collect, verify and report on student activity funds Programs as requested by administration;
11. Monitor expenditures for appropriateness;
12. Review financial data from SAF programs to ensure proper procedures are being followed;
13. Assist schools in resolving bookkeeping and financial system issues;
14. Compile monthly, quarterly, and year-end information as necessary to analyze funds;
15. Perform other duties as assigned by the immediate supervisor;

Terms of Employment:

220 Days with salary in Group M, Administrative/Supervisory Salary Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Greenville County School Board of Trustees' Policy.