



## Job Description

<b>Title:</b>	District Accountant
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• A bachelors degree or higher in a business or related field. Office experience required.</li><li>• Has the ability to assume responsibility without direct supervision, exercise judgement and make decisions within the scope of authority.</li><li>• Has the ability to communicate with the public pleasantly both in person and by telephone.</li><li>• Has the ability to work harmoniously with a diverse group of individuals.</li></ul>
<b>Reports To:</b>	Chief Financial Officer
<b>Terms:</b>	12 Months
<b>Pay Scale:</b>	Network Administrator/District Accountant
<b>Status:</b>	Exempt

### Essential Responsibilities:

- Coordinates special revenue accounting activities with fund custodians and bookkeepers for approximately 50 funds.
- Provides guidance to fund custodians and bookkeepers in development of account structure for their budgets
- Reviews special revenue budgets for loading in CSI accounting system.
- Assists CFO with preparation of special revenue adjusting entries of budget and general ledger.
- Reviews special revenue quarterly claiming for federal funds.
- Coordinates closing of special revenue funds at fiscal year end.
- Maintains communication with SCDOE Office of Finance regarding special revenue funding.
- Prepares monthly financial report for CFO for general fund.
- Assists CFO with general fund budget package and manages and updates budget prep files during budgeting process.
- Prepares Capital Project budgets under direction of CFO.
- Serves as key contact for external audit requests.
- Prepares various audit schedules and worksheets.
- Identifies fixed assets at \$5,000 and greater and prepares asset listing and depreciation schedule.
- Assists CFO with compiling CIP and maintain related schedule.
- Prepares and transmits IN\$PITE report for SDE
- Prepares and submits quarterly SDAC reports to SDE.
- Assists CFO with monthly reporting to Board and additional information requests.

### VISION

*The School District of Marlboro County will partner with all stakeholders to develop responsible citizens, lifelong learners and global leaders.*

### MISSION

*The mission of Marlboro County School District is to provide a quality education and enable all students to achieve their highest potential.*

- Submits Federal Budgets and Amendments to SCDE in GAP (Grants Accounting Processing System).
- Maintains membership and attends SCASBO training and conferences.
- Coordinates special revenue accounting
- All other duties as assigned by the Chief Financial Officer.

**Additional Duties:**

Performs other related tasks as assigned by the Superintendent or other district office administrators as designated by the Superintendent.

**Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to deal with problems involving a variety of concrete variables in standardized situations.

**Other Skills and Abilities:**

Ability to pass a District typing test. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee must have the ability to tell where a sound is coming from and distinguish between bells, buzzers, beeps, etc.

**Work Environment:**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

#### **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. 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.

#### **EEO STATEMENT**

Marlboro County School District is an Equal Opportunity Employer and does not discriminate based on age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

#### **SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____

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