

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	ACCOUNTANT 2	2.2.8
Effective Date	Job Title	Index

PURPOSE

To improve student achievement through the reconciliation of cash and investments of sixty-plus locations with a combined total of \$225 million in annual receipts and expenditures. Responsibility includes understanding all aspects of a total accounting cycle including an in-depth knowledge of software for payroll and accounting.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies. Work is reviewed only periodically to assure compliance to standards and measured results.

May exercise technical and functional supervision over support personnel.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Coordinating, developing, and maintaining the daily cash reporting flowing to Fiscal from the various locations.

Acting as liaison between central fiscal office and schools/departments regarding cash receipts, deposits, returns and investments between banks, fiscal and various locations; and provides training to assure quality controls.

Assisting, maintaining, designing and making necessary corrections and improvements to bring Balance Sheet reporting in compliance with Generally Accepted Accounting Principles (GAAP).

Coordinating, investigating, analyzing, monitoring, and assisting in reconciliation of payroll balance sheet accounts affecting cash. Must be knowledgeable in the MUNIS payroll system.

Assisting in the annual financial report and year-end closing.

Coordinating and reviewing conformance to established policy and procedure, review of source documents, and other like duties; primary contact for schools and departments to monitor compliance with district policy, standards and procedures.

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Providing liaison between bank of record and schools/other locations.

Training school bookkeepers, office managers, and other staff in procedures and reporting as related to accounting.

Developing standard reports for use by schools and fiscal staff in the reconciliation of cash and school accounts, such as Student Body and Trust and Agency accounts.

Preparing financial and statistical reports as requested.

Assisting staff in establishing financial record keeping systems through the application of sound accounting techniques.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and methods of school and governmental accounting and auditing including familiarity of Generally Accepted Accounting Principles and Governmental Accounting Standard Board (GAAP/GASB) rules.

Accounting systems and maintenance techniques in an automated environment.

Financial activities, responsibilities, policies, practices and specific operating procedures.

Ability to:

Organize work effectively and to exercise independent judgment in making appropriate technical and procedural decisions regarding work methods and work products

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Independently research, organize and analyze technical information and prepare reports and recommendations

Interpret and apply accounting and auditing principles and procedures applicable to schools and grants

Interpret and administer District accounting policies and procedures

Analyze data and draw sound conclusions

Prepare clear, complete and concise reports and documentation

Perform complex mathematical computations and statistical analysis

Analyze and resolve procedural and technical problems and to implement developed plans and procedures as it relates to financial reports

Establish priorities and coordinate work assignments. Meet preset deadlines and work overlaps

Operate a computer with integrated financial system access and related peripheral equipment and software

Communicate clearly and concisely, both orally and in writing. Communicate effectively with staff at all organizational levels

Demonstrate diplomacy and tact when dealing with staff, parents and outside agencies

Establish and maintain effective working relationships with those contacted in the course of work

Travel to District locations as needed

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible analytical and technical program support experience.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in business, public administration, education or a related field.

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Work Environment:

Climate controlled office settings and exposure to minimal noise intensity levels.

High level of contact with district personnel. Moderate level of contact with outside agencies/community.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Accountant 2

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name: _____