

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/10	<b>ACCOUNTANT</b>	2.2.4
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by performing professional accounting duties including the analysis, maintenance and verification of fiscal records; and by providing instruction and assistance in understanding and complying with the fiscal reporting requirements of school, district and federal and state funded programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned administrator and technical and functional supervision from higher level accounting personnel. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed occasionally while in progress and upon completion.

May exercise technical and functional supervision over assigned personnel.

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

Assisting in budget development and control; compiling and presenting financial and statistical summaries and formal reports.

Analyzing school and grant-funded program financial reporting and cash management requirements; assisting administrators in the completion of grant applications; preparing and submitting reports on the financial status of school and grant funded programs.

Draft financial statements for the auditing process to determine compliance with fiscal requirements; interpreting and evaluating financial reporting requirements.

Performing accounting activities related to special projects and programs as assigned; recording and depositing funds; filing required reports.

Gathering information from various sources to draft special financial and statistical reports.

Reviewing, evaluating and interpreting contracts relating to federal and state programs, in order to advise and assist management in meeting financial reporting requirements.

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

Preparing bank and cash reconciliations and analysis.

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Preparing journal entries and financial statements.

Providing work coordination and review of accounting clerical personnel as needed.

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 GAAP/GASB rules

Principles and methods of computer assisted accounting and financial reporting

District Chart of Accounts and state codes

Modern office practices, procedures, methods and computer equipment including financial on-line system

Applicable federal, state and District policies, procedures, rules and regulations

**Ability to:**

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

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

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

Interpret and administer District accounting policies and procedures

Analyze data and draw sound conclusions

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

Prepare clear, complete and concise reports and documentation

Enter large amounts of transaction data with accuracy

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Perform moderately complex mathematical computations and statistical analysis

Communicate clearly and concisely, both orally and in writing

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

**Experience and Training:**

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

**Experience:**

Two years of professional accounting or auditing experience, preferably governmental accounting.

**Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, finance, computer science, business administration or a related field. Additional professional experience may substitute for a degree.

**Work Environment:**

Climate controlled office setting with exposure to minimal noise intensity levels.

Moderate level of contact with district personnel. Some 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

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

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_