

Job Title: Accounting Specialist

Reports to: Chief Financial Officer

Date Revised: 10/17/19

Dept./School: Business Services

Primary Purpose:

Perform accounting work involving compilation, consolidation, analysis and reporting of financial data and assist in directing and managing the business operations of the district.

Qualifications:

Education/Certification:

Bachelor's degree in accounting preferred

Special Knowledge/Skills:

Knowledge of budgeting, accounting systems, and payroll processing

Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB)

Knowledge of computerized accounting systems

Working knowledge of financial applications and accounting

Ability to use software to develop spreadsheets and perform data analysis

Ability to implement policy and procedures

Ability to interpret data

Ability to manage budget and personnel

Ability to analyze and interpret financial data, evaluate accounting problems, develop data, and recommend improved procedures

Strong organizational, communication, public relations, and interpersonal skills

Experience:

3 years accounting experience preferred at a high level of responsibility

Major Responsibilities and Duties:

Accounting

1. Classify, record, and summarize numerical and financial data to compile and maintain financial records according to governmental accounting principles and district procedures.
2. Compute and prepare data for journal entry and budget transfers.
3. Prepare income statements, balance sheets, consolidated statements, and other statements and reports.
4. Monitor and reconcile expenditures with budget availability.
5. Set up and maintain account controls, logs, and files.
6. Perform cost accounting activities, bank reconciliation, or accounting for grant expenditures.



7. Review and verify accuracy of journal entries, accounting methods, and procedures.

Administration

8. Work with administrators, principals, directors, and staff regarding budget and accounting issues.

Fiscal Management

9. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accounting Manual.
10. Assist the CFO in the district's budget and ensure that operations are cost-effective and funds are managed wisely. Prepare all budget adjustments, additions, and deletions.
11. Assist the district's independent and internal auditors in conducting periodic audits.
12. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
13. Determine cash available for investment and payment of bills based on daily analysis of cash flow.
14. Oversee monthly bank reconciliations for all accounts. Review reconciliations of vendor and payroll clearing accounts.
15. Assist with administration of the business office budget and ensure that programs are cost effective and funds are managed prudently.

Policy, Reports, and Law

16. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
17. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
18. Compile, maintain, and file all reports, records, and other documents required, including auditable records and financial statements.

Purchasing and Inventory

19. Maintain accurate and current inventory records of the district's fixed and movable assets and oversee maintenance of a timely replacement cost-asset listing for insurance purposes. Organize and conduct sales to dispose of surplus and salvage equipment.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____