

Job Description

Prepared/Revised Date: December 2022

Job Title: **Accountant**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **3052**
 FLSA Status: **Ex-P**
 Pay Range: **L 08**

SUMMARY: Perform functions consisting of monitoring, reconciliation and analyzing financial information; prepare financial statements; develop, recommend and implement accounting procedures. Substantiate financial transactions by auditing documents for compliance. Provide training and instruction to end users regarding accounting and financial system procedure. Research and interpret accounting policy and regulations. Comply with federal, state, district policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Monitors, reconciles and investigates general ledger (GL) accounts, subsystems (e.g., accounts receivable, accounts payable, warehouse and capital assets), and processes financial transactions and allocations. Verify accuracy of account coding and consistency with State of Colorado Chart of Accounts. Research, recommend, monitor and evaluate issues related to compliance of federal, state, local regulations, policies, and contract provisions, as appropriate. Generate routine and ad hoc analysis to ensure the accuracy of financial data and consistency with approved budgets. Provide timely feedback to schools, departments, Directors, and District leadership to identify and resolve issues and discrepancies, as appropriate.	D	25%
2. Performs key tasks related to District fund (general, special revenue, building, capital projects, debt service, etc.) accounting; includes journal entry preparation and performing monthly and year-end close processes. Perform necessary internal monitoring over various processes.	D	20%
3. Prepare and review monthly and quarterly Generally Accepted Accounting Principles (GAAP)-based financial statements under the modified accrual basis of accounting. Generate necessary reporting to the Colorado Department of Education and other internal and external stakeholders. Participate in the external audit process, including audit work papers, reporting schedules and adjustments. Contribute to the preparation of the Annual Comprehensive Financial Report.	M	20%
4. Develop, coordinate, implement and maintain financial operational internal control processes, procedures, and guidance that aligns to district policies, statutory, regulatory, and accounting standards and requirements. Develop and maintain the financial services training program and deliver training to all new business managers and district leadership on policies, procedures and guidelines regarding financial activities and systems. Provide refresher training regularly. Disseminate changes and update all relevant district documentation as necessary.	D	10%
5. Maintain and report on district capital assets ensuring compliance with Board policy. Coordinates cycle and/or annual inventory counts, including scheduling and generating count data, internal monitoring, and reconciliations for warehouse, nutrition services, transportation and capital assets. Serve as technical resource support for inventory and asset management systems. Assist in coordinating the year-end close process, including scheduling the year-end processes for the district to include Accounting, Purchasing, Accounts Payable, and Warehouse.	M	10%

6. Maintain accounting system databases, tables, and programs. Perform system development tests for Enterprise resource planner (ERP) system patches and upgrades. Coordinate workflow and access to financial applications for new and existing district users. Act as subject matter expert and department liaison with the information technology department. Provide training and technical support for external systems (payments, student portals, and banking). Develop, implement and maintain desk procedures for navigating all financial applications. Provide ongoing training and guidance to Finance Department, District, and school support staff on processing financial transactions.	D	10%
7. Perform other duties as assigned	Ongoing	5%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in the field of accounting, finance, or related business field required. An Associate's Degree in the field of accounting, finance, or related business field and three (3) additional years of experience may be substituted for this requirement.
- Minimum of three (3) years of experience in accounting: working for a governmental entity, public accounting firm, or similar entity in an accounting/financial capacity.
- School District experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong interpersonal, written and verbal communication and attention to detail skills.
- Intermediate Microsoft Excel and Word skills.
- Strong accounting skills, including the ability to work with multiple financial-related tasks such as general ledger applications, audit, cash management, and account reconciliation.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with Microsoft Excel and Word applications.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Accounting Director	5032

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This position has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Preparation and processing of expenditure transfers.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk		X		
Hear		X		
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	