

Job Description

Job Title: **Accountant**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **April 2017**

Job Code: **3052**
 FLSA Status: **Ex-P**
 Pay Range: **L06**
 Work Year: **12 months**

SUMMARY: Maintain accounting, reporting and all financial-related tasks for assigned funds, programs, schools and departments. Perform a variety of accounting functions, such as preparing accurate financial reports, including state reports, reconciliations, interim statements and the comprehensive annual financial report in accordance with generally accepted accounting principles (GAAP), monitoring financial information for compliance and providing instruction and clarification for end-users regarding financial information.

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.*

Job Tasks Descriptions	Frequency	% of Time
1. Monitor, accumulate and enter all financial activity for assigned funds or programs. Generate routine and ad hoc reports and analysis to ensure the accuracy of financial data and consistency with approved budgets. Provide timely feedback to schools, departments, district leadership to identify and resolve issues and discrepancies, as appropriate.	W	15%
2. Reconcile, analyze and investigate accounting journal entries, and month end ledger balances for assigned funds or programs. Create and verify accuracy of account coding and consistency with state chart of accounts.	M	15%
3. Prepare and review monthly and quarterly financial statements. Generate necessary reports to the Colorado Department of Education, granting agencies, and others. Prepare necessary audit work papers, reporting schedules and necessary adjustments for the annual audit and the Comprehensive Annual Financial Report.	M	15%
4. Monitor and maintain district grants to ensure compliance with federal, state, and local regulations, including staying abreast of new grants and informing grant administrators of available grants. Prepare, analyze and reconcile the Schedule of Federal Awards (SEFA) and ensure that assigned grants/funds do not exceed the allotted budgets and matching revenues. Prepare and submit requests for funds to maintain cash flow, account for in-kind services and supplies for grants that require matching funds, and receipt revenue into appropriate grants.	W	15%
5. Research, recommend, monitor and evaluate issues related to compliance of federal, state, local regulations, policies, grant agreements and contract provisions, as appropriate.	W	10%
6. Maintain and report on district capital assets by reviewing capital projects and other capital purchases, ensuring compliance with Board policy. Generate weekly cycle counts for warehouse staff based on established criteria. Review cycle count discrepancies and reconcile stock adjustment account. Recount items as necessary to verify and reduce counting errors.	D	10%
7. Act as a resource contact for assigned school and department staff to accurately report student activities, navigate district accounting and reporting systems, ensure compliance with financial transparency laws and other district policies, respond to inquiries and assist to generate/review journal entries	D	10%
8. Participate and collaborate on district committees, as requested. Create presentations and training material, as necessary for district stakeholders. Test system upgrades and work with Information Technology on system issues. Provide updates for the district website regarding compliance, departmental documents/forms, referencing links, etc.	M	5%
9. 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.

- Minimum of three (3) years of experience in accounting.
- Preferred experience with federal grants.

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 ethnic and educational 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

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:	Finance 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 to finger, handle or feed			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		
Up 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	