

Job Description

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

Job Code: **3050**
 FLSA Status: **Ex - A**
 Pay Range: **L 06**
 Work Year: **12 months**

SUMMARY: Responsible for complex accounting, financial reporting and compliance reporting for capital bond debt and associated bond capital projects. Perform a variety of accounting functions, such as reconciliations, preparation of required reports, budgeting and forecasting for capital projects, monitoring financial information for compliance with bond requirements, and communication of information to internal departments.

This position is funded by 2016 bond proceeds and is anticipated to be funded for 5 plus years.

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. Analyze general ledger accounts relating to capital projects and capital bond activity. Review coding of invoices to ensure appropriate assignment to projects and chartfields (account codes). Review coding of bond proceeds and bond related payments. Prepare journal entries.	D	20%
2. Review, analyze and monitor monthly budget to actual reports. Provide analysis and interpret results for departmental planning and decision making. Monitor multiple projects status to identify potential issues/concerns and notify stakeholders in a timely manner. Offer guidance on problem resolution.	M	15%
3. Assist with the annual audit, including working with the district external auditors, preparation and processing of accrual entries, work papers, schedules and reports. Analyze and review work papers, schedules, and reports for accuracy and completeness.	A	10%
4. Assist with the preparations for the annual financial audit and the preparation of reports for the Comprehensive Annual Financial Report (CAFR): Prepare work papers, financial reports, notes, schedules and analysis necessary for the annual audit. Assist in maintaining the fixed asset accounting system according to capitalization policy. Prepare fixed asset reports related to bond related projects.	W	10%
5. Participate in and make recommendations regarding developing, administering, monitoring and coordinating the bond accounts. Monitor account activities for bond compliance. Prepare reports as needed for compliance with bond requirements. Research bond transcripts to ensure compliance with covenants and governmental regulations.	D	10%
6. Develop positive working relationships with project directors, accounting staff and other departments related to assigned work. Respond to inquiries and provide high level of customer service. Provide technical information and support to project directors, other accounting personnel, department management and staff regarding accounting requirements.	D	10%
7. Maintain extensive knowledge of Generally Accepted Accounting Principles (GAAP), federal regulations, state laws and district policies and procedures. Implement new GASB statements relating to bonds and capital assets.	W	10%
8. Develop procedures and systems necessary to maintain proper accounting records and adequate accounting controls. Assist in researching, evaluating and/or testing new or upgraded accounting software as needed. Assist users of financial information by interpreting reports, answering accounting questions and acting a resource for accounting policies and procedures. Ensure compliance with all accounting functions in relation to district policy and federal, state and local laws and regulations.	D	10%
9. Perform other duties as assigned.	Ongoing	5%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in finance, business administration or related business field.

- Three to five years of progressively responsible accounting experience.
- Preferred experience with federal and state rules and regulations related to areas of responsibilities.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- The ability to process complex financial transactions, recordkeeping and preparation of monthly, quarterly and annual reporting
- Knowledge of principles and practices of governmental accounting. Includes knowledge of both state and federal wage requirements.
- Skill in researching, analyzing and evaluating complex financial data.
- Ability to communicate complex information clearly and concisely, both orally and in writing. This may include presentations to a large public constituent audience.
- Ability to analyze, interpret and audit data for accuracy.
- 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 by the district or department.
- Governmental accounting and school district experience preferred
- Ability to promote and follow Board of Education policies, Superintendent 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 personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 1 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Financial Officer	3091

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This position has no supervisory responsibility		

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		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	