

**TITLE:** ACCOUNTANT

**QUALIFICATIONS:**

1. Minimum of B. S. degree in Accounting or Business-related field

**REPORTS TO:** Assistant Superintendent/CSFO

**JOB GOAL:** To administer the fiscal affairs of the district efficiently and expeditiously to the ultimate benefit of each student enrolled.

**PERFORMANCE RESPONSIBILITIES:**

1. Acts as general accountant of the Board and preserves all funds and fund sources relating to the school system.
2. Establishes and controls accounting software functions.
3. Provides accounting services essential to the preparation, administration, supervision and control of the budget.
4. Obtains the annual budget requirements for all departments and prepares preliminary budget estimates.
5. Works with the Payroll Officer to process federal and state payments to the appropriate agencies and the monthly direct deposit to the bank.
6. Serves as accountant for regular budget and all federal, state and private projects approved by the Board.
7. Collects tuition, rental and other monies due the Board, except monies appropriated by the federal, state or local government.
8. Prepares the request for federal monies to be sent to the appropriate state or local government agency.
9. Verifies the preparation, entering and recording of all disbursements of district funds.
10. Provides advance warning of potential over-expenditure of budgeted funds.
11. Collaborates with the other Business Office employees as needed.
12. Maintains separate accounting for all funds as required by the State Department of Education and federal agencies.
13. Verifies all bank accounts monthly.
14. Prepares monthly and annual financial statements for the Chief School Finance Officer to present to the Superintendent and the Board.
15. Reconciles and prepares quarterly payroll reports along with W-2's and 1099's for the district.
16. Records the deposits of revenues for all funds, except local schools and Child Nutrition.
17. Makes all reports that are the result of the accounting function.
18. Reports to the Chief School Finance Officer on the accounting affairs of the district and recommends changes and improvements as needed.
19. Arranges for audits of all accounts and records annually by the independent certified public accountant selected by the Board.
20. Cooperates with auditors and provides information to them as required.

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21. Recommends the purchase of and oversees the maintenance and use of accounting equipment.
22. Maintains the chart of accounts for revenues and expenditures in accordance with the State Accounting Manual.
23. Maintains a fixed asset inventory system.
24. Prepares indirect cost application for federal funds.
25. Assists local school bookkeepers with accounting issues and computer issues.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Florence City Schools

Approved by Board of Education 4-26-13