

Isle of Wight County School District

Position Specification

Title: Accountant

Division: Finance

FLSA: Exempt

General Statement of Job

Provides professional accounting services to the Finance Department by managing the financial system, maintaining general ledger control, and providing direction in the grant management, Student Activity Funds, accounts receivable, and fixed asset areas. Conducts research, analysis, development, and summarization of financial information for audit purposes and financial reporting and to perform the financial administration of funds and reporting of federal and state grants.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Research financial information for audit purposes and financial reporting;
Analyze financial records and reports and make adjustments as needed;
Monitor the accounting and conducts internal audits of Student Activity Funds in the schools. Works with and advises individual school bookkeepers through the reconciliation process.
Oversees and integrates the accounts receivable function to ensure the proper processing of various revenues such as general operating, cafeteria, capital projects, and other agencies.
Prepare and enter journal entries as needed;
Perform the financial administration and reporting of funds which includes preparing budget and any adjustments, monitoring spending and assisting in accurate and timely expenditures;
Must answer questions and research information for grant coordinators, auditors, state department, and school staff regarding assigned funds;
Prepare requisitions for reimbursement to various federal and state grants administered by other offices in the school division.
Ensure compliance with accounting, disbursement, and reporting requirements of agencies from which grants have been received.

Project year-end budgets and inform departments of unspent funds and approaching spending deadlines;
Assist on monthly interim financial statements, Superintendent's Annual School Report, and Annual Comprehensive Financial Report and School Budget;
Assist with the month-end, year-end closing and audit process;
Prepare work papers and other analyses to support year-end closing and audit process;
Analyze and reconcile periodic trial balances including reconciling sub-ledger to the general ledger, verifying asset and equity balances, and researching/correcting discrepancies.
Oversees the maintenance of the school division's fixed assets accounting system.
Contributes to finance team effort by performing other duties, tasks and participates in special projects as assigned.

Education and/or Experience

Bachelor's degree in Business Administration, Accounting or related field required;

Considerable accounting experience, preferably with some local government/K-12 experience, and experience involving budget preparation and the handling of federal funds.

Some experience with MUNIS,preferred.

Certificates, Licenses, Permits: Not applicable

Knowledge, Skills & Abilities

Knowledge of accounting principles, methods and general administrative practices.; reconciling general ledger accounts for payroll withholdings; considerable knowledge and experience with ten key calculator and Microsoft Windows based personal computers, Microsoft Excel and Word software applications.

Skill in communicating effectively orally and in writing; excellent customer service, public relations and organizational skills;

Ability to analyze, interpret and prepare fiscal and accounting records; work independently with minimum supervision and efficiently under pressure; effectively manage multiple deadline actions; maintain confidential records and information.

Performance Factors:

Interaction with Others: Ability to communicate clearly and to develop and maintain positive interpersonal skills. Ability to be flexible to meet changing requirements. Ability to demonstrate sensitivity among diverse populations.

Concentration: Ability to maintain workflow in a variety of environments and situations. Ability to manage multiple tasks.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are given relative to a project that may be in process. Ability to maintain composure in challenging situations.

Independent Judgment: After receiving an assignment is able to complete work tasks without constant and precise direction.

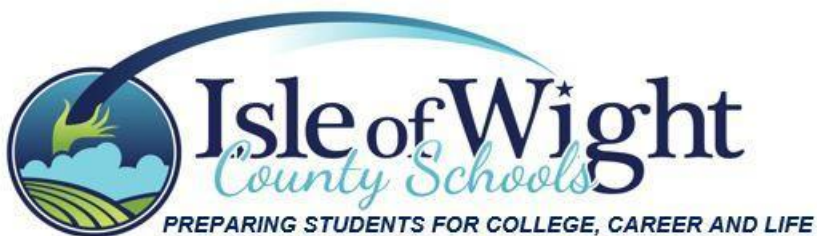
Organizational Skills: Ability to establish priorities; manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate decisions.

Attention to Detail: Ability to recognize errors that detract from the accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing. Ability to demonstrate professionalism while interacting with others and to maintain positive working relationships.

Attendance and Dependability: Ability to be depended on for punctuality and faithful attendance. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.



JOB TITLE: Accountant

DEPARTMENT: Finance

ESSENTIAL ELEMENTS – JOB FUNCTIONS ASSESSMENT

Physical Requirements:

- Stamina
- Seeing-General
- Close Vision
- Color Perception
- Hearing/Listening
- Clear Speech-Simple
- Clear Speech-Complex
- Touching
 - Dexterity
 - Hand
 - Finger
- Smelling
 - Smoke
 - Food
 - Cleanliness
- Tasting
- Walking
- Lifting
- Pushing
- Pulling
- Typing
- Climbing Flights
- Carrying
- Kneeling
- Stooping
- Bending
- Sitting
- Flexibility
 - Upper Body
 - Lower Body
- Running Distance

- Standing
- Driving

Stress Factors:

- Repetition
- High Pressure
- Hazards
- Fatigue
- Boredom

Work Environment:

- Works Alone
- Works with Others
- Works around Others
- Verbal Contact with Others
- Face-to-Face Contact
- Shift Work
- Inside
- Outside
- Confined Areas
- Extreme Heat/Cold
- Temperature Change
- Wet and/or Humid
- Noise
- Vibration
- Mechanical Equipment
- Electrical Equipment
- Pressurized Equipment
- Burning Materials
- Moving Objects
- High Places

- Fumes/Odors
- Dirt/Dust
- Gases

Mental Requirements:

- Reading-Simple
- Reading-Complex
- Writing-Simple
- Writing-Complex
- Clerical
- Memorization
- Analyzing
- Perception
- Judgment
- Decision-Making

Equipment:

- Computer
- Keyboard
- Telephone
- Calculator
- Fire Alarm
- Switchboard Console
- Television Monitor
- Kitchen Appliances
- Vacuum Cleaner
- Maintenance Tools

Other:

- Laundry Equipment

I acknowledge receipt of this document.

Signature

Date