

JOB DESCRIPTION

TITLE INTERNAL FUNDS ACCOUNTANT

QUALIFICATIONS

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.

Education/ Experience	Bachelor's degree in Accounting, Business or related field from a four-year college or university or five years of related experience in finance and/or budget preparation or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Proficiency in the design and use of spreadsheet applications and ability to use standard software packages desired. Basic computer skills required (i.e., ability to use email).
Language Skills	Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators, staff and the general public. Ability to work with different offices/departments in a collaborative fashion.
Mathematical Skills	Ability to apply advance business and accounting concepts. Ability to work with mathematical concepts such as probability and statistical inference and trend analysis. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here 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. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision ability required by this job includes close

vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Accounting Manager

GENERAL RESPONSIBILITIES

1. Responsible for monthly and annual reporting requirements as necessary for the District's internal accounts.
2. Provides support to school and department staff with reviewing, analyzing and understanding internal accounts and the monthly financial reports to include locational and grant-funded budgets.
3. Assists accountants with recording data in accordance with generally accepted governmental accounting standards.
4. Accounts for revenues and expenditures of the District by properly recording and classifying financial data.

SPECIFIC RESPONSIBILITIES

1. Coordinates, supports and implements all internal fund activity within the District.
2. Implements the school district general accounting activities, including financial reporting and budgetary controls.
3. Provides guidance and training to principals, office managers and other staff on the District internal accounts.
4. Coordinates the District internal fund audit.
5. Prepares the annual public depository report.
6. Prepares routine monthly journal entries and journal entries related to salaries and benefits.
7. Assists Accounts Payable Supervisor with accounts payable processes.
8. Works with schools and departments to troubleshoot problems and provide guidance when needed.

9. Provides training to school and department staff for the Accounting Department in the areas of accounts payable, grants, internal accounts and reviewing and analyzing monthly financial reports.
10. Assists with updating manuals for the accounting department.
11. Assists with grants management.
12. Assists external auditors with financial reviews.
13. Assists Accounting Manager and Fiscal Service Accountants with preparation of Annual Financial Report, Program Cost Report and Annual Budget.
14. Prepares periodic reports, trend analysis and other statistical data.
15. Performs other duties as assigned.