

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: ACCOUNTANT

REPORTS TO: CHIEF FINANCIAL OFFICER

EXEMPT STATUS: Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Under general direction, to plan, organize, supervise, and participate in the accounting and fiscal record management and reporting activities and functions; to perform the more complex and specialized accounting and financial record management and reporting functions; and to do other related work as may be required.

REPRESENTATIVE DUTIES:

- Plan, schedule, and participate in the preparation and maintenance of accounting and fiscal records and reports, including general and special ledgers and various funds and accounts.
- Establish, post, and maintain journals, ledgers and a variety of other accounting records
- Monitor, post, balance, and verify accounting, budget control records.
- Assist in the budget and expenditure control process to ensure adherence to the District's budgetary control guidelines and regulations.
- Perform reconciliation functions pertaining to the cash account, general ledger accounts, and various revenue and expenditure items and accounts.
- Prepare or assist in the preparation of monthly financial statements and various fiscally related reports.
- Assist in the planning, development, and implementation of improved accounting and budget control programs.
- Perform routine system analyses and operational reviews in order to ensure that automated record management processes are being conducted in an effective and efficient manner.
- Assist in the planning and conduct of orientation and in-service training programs.
- Perform financial and statistical research studies as required.
- Prepare a variety of financial records requiring application of sound accounting principles and logical reasoning.
- Design new accounting systems for various programs and functions of the District, as requested.
- Assist District personnel and accounting personnel in related accounting problems, issues and concerns.
- Prepare periodic federal, state and local payroll tax reports
- Maintains regular attendance.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods, practices, and procedures of school district accounting and fiscal record management;
- Legal mandates, policies, and regulations pertaining to accounting and fiscal record management and reporting;
- Computer-assisted accounting systems and equipment;
- Accounting, fiscal, budget planning, and management systems and procedures;
- Principles, practices, and techniques of organization.

ABILITY TO:

- Perform responsible and complex accounting, budget, and fiscal planning and management system functions and activities;
- Prepare fiscal, financial, and narrative reports in a clear and concise manner;
- Review and verify financial statements and related summaries and reports, including computer-prepared management output reports;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain a cooperative working relationships;

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Education:

Equivalent to the completion of baccalaureate or higher degree from an accredited college or university with a major in Business Administration or Accounting, or a closely related field.

Experience:

Four years of responsible professional financial record management and reporting experience

Condition of Employment

Insurability by the District's carrier.