

Jurisdictional Class: Competitive
Adopted: October 10, 2000
Revised: April 23, 2010

ACCOUNTANT (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of accounting, auditing, budgeting, and related record keeping duties in a school district. Duties may include assisting in preparation and maintenance of the annual school district budget, as well as monitoring financial status of Federal and State Grants. The work is performed under supervision of a higher ranking school district official and requires independent judgment on technical accounting problems. Supervision may be exercised over clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Establishes and maintains accounting records and procedures to conform to district policy, state and federal requirements;

May plan, supervise, and oversee the work of clerical and account clerical staff engaged in accounting, bookkeeping, and payroll procedures for the school district;

Keeps ledger and journal accounts, takes trial balances and reconciles bank statements or accounts;

Provides cash flow data to the Business Administrator and school board to assist in making investment and borrowing decisions;

Keeps records of receipts and expenditures;

Prepares financial and statistical reports;

Prepares or assists in preparing the school district budget, payrolls, and other business reports and revisions of forecasted budgets based upon actual enrollment/participation of component school districts;

Reconciles and reviews monthly budgets to determine status of unencumbered funds;

Prepares annual reports required by the State Comptroller and New York State Department of Education;

Monitors balances in all school reports to determine overdrawn accounts, accounts with excess balances, etc.;

Periodically reconciles accounts;

Provides information for the District Treasurer, Tax Collector, or other persons with fiduciary duties to assist them in carrying out their responsibilities;

Is responsible for monitoring financial status of State and Federal Grants and assists in grant requests and amendments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of current accounting, fiscal, and auditing procedures and techniques;

Thorough knowledge of fund accounting, budgeting, and appropriation practices;

Thorough knowledge of business arithmetic;

Good knowledge of office terminology, procedures, and equipment;

Ability to accurately prepare complex financial reports and statements;

Ability to follow complex oral and written directions;

Ability to plan and supervise the work of others;

Ability to get along well with others;

Sound accounting judgment.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, public administration, business administration, economics or a closely related field including or supplemented by the completion of twenty-four (24) credit hours in accounting.