

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Accountant

Exemption Status/Test: Exempt/Administrative

Reports to: Director of Business Services

Admin/Prof Pay Grade: 102 (226 Days)

Dept./School: Business Services

Date Revised: 08/25/2021

Primary Purpose:

Performs moderate to advanced accounting work relating to the preparation, administration, and control of the district's financial resources as well as accounting work involving compilation, consolidation, analysis and reporting of financial data.

Qualifications:

Education/Certification:

Bachelor's degree in accounting or business-related field or related experience

Special Knowledge/Skills:

Knowledge of governmental accounting and auditing principles established by the Governmental Accounting Standards Board (GASB)

Knowledge of computerized accounting systems

Ability to analyze and interpret financial data, evaluate accounting problems, develop data, and recommend improved procedures

Ability to use software to develop complex accounting reports, spreadsheets, and databases

Effective organizational, communication, and interpersonal skills

Ability to work with numbers in an accurate and rapid manner

Ability to maintain confidentiality

Bilingual, preferred

Experience:

2 years accounting experience at a high level of responsibility

Major Responsibilities and Duties:

Accounting

1. Classify, record, and summarize numerical and financial data to compile and maintain financial records according to governmental accounting principles and district procedures.
2. Assist with the preparation of annual district budget including communicating with department heads, coordinating loading of data, and keying of budget data.
3. Prepare and calculate budget amendments as necessary.
4. Receive funds, deposit and record into accounting system.
5. Compute and prepare data for journal entry and budget transfers.
6. Prepare income statements, balance sheets, consolidated statements, and other statements and reports.

7. Monitor and reconcile expenditures with budget availability.
8. Set up and maintain account controls, logs, and files.
9. Perform cost accounting activities, bank reconciliation, or accounting for grant expenditures.
10. Review and verify accuracy of journal entries, accounting methods, and procedures.

Administration

11. Work with administrators, principals, directors, and staff regarding budget and accounting issues.

Records and Reports

12. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
13. Prepare periodic budget report for board of trustees.
14. Record, store, and analyze information using accounting software.
15. Compile, maintain, and file all reports, records, and other documents required, including auditable records and financial statements.

Other

16. Has regular in person attendance and complies with notification procedures for absences.
17. Follow district safety protocols and emergency procedures.
18. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by _____ Date _____