

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Accountant (M03)	Job Family: 10
Department: Accounting, Budgets and Audits	Lane Placement: 13
Supervisor's Title: Director of Accounting, Budgets and Audits	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>[Signature]</u>	Date: <u>8/5/16</u>
ADA Review: <u>Janele Martin</u>	Date: <u>12.5.16</u>
Human Resource Approval: <u>[Signature]</u>	Date: <u>8/5/16</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>1/5/17</u>
Original date: <u>04/06</u> Revised: <u>09/09</u> Revised: <u>07/16</u> Revised: _____	

GENERAL FUNCTION

Under the general direction of the director, the **Accountant** is responsible for coordinating and conducting internal audits on school funds and ensuring accuracy of school general ledger entries. Compiles, reviews and analyzes school financial information to determine propriety, validity and accuracy of transactions. Assist schools with bookkeeping issues and reconciliations. Provides budget and finance training and assistance to school and District staff. Collects and organizes Form W9 vendor data and payments to vendors for calendar year-end 1099 reporting. Assists accounting personnel with special projects as assigned.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Coordinate and conduct internal audits on school/department funds and ensuring accuracy of general ledger entries. Interview applicable personnel regarding transactions under review.
- Reconcile school reimbursement accounts and ensure accurate General Ledger entries.
- Compile, review and analyze school/department financial information and data to determine propriety, validity and accuracy of transactions.
- Travel to assigned schools/departments to assist with bookkeeping issues, audits and reconciliations. Will use personal vehicle to travel to locations.
- Provide budget and finance training and assistance to school and District staff.
- Collect and organize Form W9 vendor data and payments to vendors for calendar year-end 1099 reporting.
- Assist with special research projects undertaken by accounting personnel.
- Assist schools and District with unclaimed property reporting requirements.
- Assist with school budget allocation and District reimbursement processes.
- Must understand the confidential nature of the information received and keep the information confidential.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Act as a resource for outside auditors.
- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
 - Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Bachelor's degree in accounting, finance or related field plus five years accounting-related experience with demonstrated competence or an equivalent combination of education and experience
- Familiarity with standard governmental accounting practices for public schools.
- Knowledge of accounting transaction review and audit procedures.
- Knowledge of District accounting procedures, school and District finance and the District's computer systems preferred.
- Experience with resolving vendor payment issues preferred.
- Demonstrated competency in interpersonal communications with all levels of the District organization, as well as external regulators, vendors, auditors, etc.
- Must possess a working knowledge of Microsoft Word and Excel.
- Ability to gather, compile, analyze and use professional judgment in auditing accounting/financial data.
- Ability to assist schools and make recommendations on organizing their financial management procedures, especially bank reconciliations.
- Ability to effectively organize time, manage multiple priorities, and manage high volumes of accounting data to meet critical deadlines (e.g. 1099).
- Ability to adapt to changes in rules and reporting standards.
- Requires proficiency with ten-key number pad (adding machine).
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment (e.g. computer, ten-key, copy machine).
- Must provide own transportation to and from schools.

Physical Requirements – Not limited to the following:

- Constant sitting, keyboard/mouse use and near vision.
- Occasional lifting from floor to waist up to 20 pounds and carrying up to 20 pounds.
- Occasional driving a personal vehicle, standing and walking.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*