

TITLE: Accountant – Level I

QUALIFICATIONS:

1. Bachelor's degree in accounting or business administration.
2. Minimum two years related accounting experience and/or training or equivalent combination of education and experience.
3. Demonstrated ability to follow oral and written instructions.
4. Experienced with industry-standard computer applications.
5. Demonstrated skill in problem solving, oral and written communication.
6. Demonstrated ability to work with diverse groups.
7. Such alternatives to the above qualification as the Board may find acceptable.

REPORTS TO: Director of Finance, Director of Payroll and/or Assigned Supervisor/Administrator

JOB GOAL: To provide the accounting services needed for efficient operation of the district.

ESSENTIAL FUNCTIONS:

1. Supervises and monitors clerical personnel in the performance of duties related to various aspects of accounting.
2. Operates office equipment, especially computers, using internal software and district mainframe.
3. Provides accurate information to others, demonstrating specific knowledge of governmental accounting, federal and state legal statutes, and school board policies.
4. Prepares and submits reports to federal, state and local agencies.
5. Ensure compliance with local policy and state and federal accounting rules and regulations.
6. Uses effective oral and written communication skills.
7. Organizes self to accomplish tasks related to goals.
8. Meets deadlines while handling multiple assignments.
9. Takes responsibility for training others in business/financial functions.

OTHER RESPONSIBILITIES:

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

PHYSICAL REQUIREMENTS:

1. Position requires repetitive use of fingers for operation of keyboard.
2. Position requires light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force constantly to move objects.
3. Position requires the ability to sit and view computer screens for a prolonged period of time.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of supervisory/technical personnel.

Adopted: 12-20-74
Revised: 01-17-89
Revised: 01-21-04
Revised: 10-06-04 (*formerly Accountant – Senior*)