

**TITLE:** Accountant – Level II

- QUALIFICATIONS:**
1. High school or equivalent with a minimum of two years of college with major emphasis in accounting and/or business administration.
  2. Minimum two years related 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 oral and written communications.
  6. Demonstrated ability to work with diverse groups.
  7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Designated Director/Administrator

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

**ESSENTIAL FUNCTIONS:**

1. Operates office equipments, especially computers with in-house software programs.
2. Provides accurate information to others, demonstrating specific knowledge of governmental accounting, federal and state legal statutes, and school board policies.
3. Write and interprets financial budgets.
4. Ensures compliance with internal, state and federal accounting guidelines.
5. Uses effective oral and written communication skills, especially over the telephone.
6. Organizes self to accomplish tasks related to goals and prioritizes items to discuss with supervisor.
7. Provides customer-friendly service through the interaction with people at all levels of school system and community.
8. Performs reconciliations related to district accounting procedures.
9. Takes responsibility of training others in business financial functions.
10. Works effectively under the stress of time, personnel shortages and multiple requests.

**OTHER RESPONSIBILITIES:**

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the positions 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.

**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 support personnel.

Adopted: 12-20-74  
Revised: 1-17-89  
Revised: 1-21-04  
Revised: 10-06-04 (*formerly Accountant, Junior*)