



Job Title: Accountant – General Ledger

Exemption Status/Test: Exempt

Reports to: Assistant Director of Finance

Date Revised: June 26, 2017

Dept. /School: Finance

Primary Purpose:

Assists in the operation of the Business Department, evaluates financial processes and supervises professional and clerical personnel in the performance of various accounting functions.

Qualifications:

Education/Certification:

Bachelor's Degree, preferably in accounting, finance or related field
CPA and TASBO Certification preferred

Experience:

Three (3) years accounting experience at a high level of responsibility

Special Knowledge/Skills:

Knowledge of Texas Education Agency (TEA) Financial Accountability System Resource Guide
Knowledge of applicable State of Texas and United States government and government agency compliance requirements
Knowledge of governmental accounting and auditing principles established by the Governmental Accounting Standards Board (GASB)
Experience with a strong knowledge of Oracle 12 financials applications
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

Major Responsibilities and Duties:

Accounting

1. Prepare, record, and summarize financial data in accordance with governmental accounting principles and district procedures.
2. Compute and prepare data for journal entry.
3. Prepare income statements, balance sheets, and other reports.
4. Review transactions submitted by Proprietary Funds Accountant and Curtis Culwell bookkeeper.
5. Prepare and record monthly journal entries.
6. Balance Sheet and Income statement reporting, analysis and reconciliation.
7. Prepare schedules, reports and other information for the auditors.
8. Record investment transactions including wire transfers.
9. Maintain escheatment files.
10. Analyze monthly property tax reports.
11. Work with administrators, principals, directors, and staff regarding accounting issues.

Records and Reports

12. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
13. Compile, maintain, and submit all reports, records, and other required documentation, including auditable records, and financial statements.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of the Proprietary Fund Accountant and Bookkeeper.

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, 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 responsible and duties that may be assigned or skills that may be required.