

SHEFFIELD CITY SCHOOLS
JOB DESCRIPTION - ACCOUNTANT

POSITION TITLE: Accountant

QUALIFICATIONS: Minimum of a B. S. degree in Accounting

REPORTS TO: Chief School Finance Officer

JOB GOAL: To administer the fiscal affairs of the district efficiently and expeditiously to the ultimate benefit of each student enrolled.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Acts as general accountant of the Board and preserves all funds and fund sources relating to the school system.
2. Provides accounting services essential to the preparation, administration, supervision, and control of the budget.
3. Works with the Payroll Officer to process federal and state payments to the appropriate agencies and the monthly direct deposit to the bank.
4. Collaborates with the other Business Office employees as needed.
5. Verifies all bank accounts monthly.
6. Prepares monthly disbursement reports for the Chief School Finance Officer to present to the Superintendent and the Board.
7. Reconciles and prepares quarterly payroll reports along with W-2's and 1099's for the district.
8. Records the deposits of revenues for all funds, except local schools and Child Nutrition.
9. Attend iNow student data software training and provide turn-around training and support to school personnel.
10. Prepare and submit state reports for student attendance, LEAPS schedules, and transportation.
11. Maintains a fixed asset inventory system.
12. Assists local school secretaries with accounting issues.
13. Cooperates with auditors and provides information to them as required.
14. Reports to the Chief School Finance Officer on the accounting affairs of the district and recommends changes and improvements as needed.
15. All other duties/responsibilities as delegated/directed by the Chief School Finance Officer.

TERM OF EMPLOYMENT: Twelve months. Salary according to the Board approved Accountant salary schedule.

EVALUATION: Performance of the job will be evaluated in accordance with the Board policy on evaluations of non-certified personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.