

# Springfield School District

## Springfield Vermont



**Job Title: Accountant**

**Department: Business Office**

**Reports To: Chief Financial Officer**

**Position Status: NUHSS Column C**

**Date: 4/9/2019**

**FLSA Status: Non-Exempt**

### **Job Summary:**

This position is primarily responsible for maintenance of all General Ledgers, ensuring proper posting of all transactions, grant administration, state and federal reporting, while assisting the Chief Financial Officer in the administration of the district's business affairs.

### **Essential Duties and Responsibilities: Includes the following. Other duties may be assigned.**

- Assist and advise the CFO in the management of the financial affairs of the district including budget development and long-range planning.
- Supervise all accounting operations in order to conform to Generally Accepted Accounting Principles (GAAP) and the Government Accounting Standards Board (GASB).
- Manage the General Ledger, insuring that an adequate system of controls exists for accurate record keeping of all funds and functions including payroll and accounts payable.
- Maintain the chart of accounts and insure consistency in accounting practices and posting of all transactions.
- Reconcile trial balances, cash accounts, accounts receivable, accounts payable, inter-funds, food service, payroll, and cash flow on a timely basis.
- Generate and File district, state and federal financial reports as required.
- Facilitate state and federal reimbursement requests.
- Prepare, arrange and assist in the independent auditing of the district's accounts.
- Manage the fixed assets of the district.
- Prepare and manage all tuition agreements, invoices, accounts receivables and payables.
- Record all journal entries and budget adjustments per established internal controls.
- Prepare and manage year end roll over of the district's accounting system.
- Maintain an accurate database of all approved vendors.
- Provide support in accounts payable and payroll.
- Adhere to all District policies and procedures.
- Participate in department, office and district(s) meetings, as necessary, and attend other meetings, such as seminars/trainings as required.
- Support the value of education and the philosophy and mission of the District.
- Any other related duties as they should arise from time to time as assigned by the CFO.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each job function in an efficient and compliant manner. The requirements listed below represent the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

Education and/or Experience: Bachelor's degree in accounting from an accredited institution strongly preferred; five years related experience and/or training in accounting and/or school finance; or equivalent combination of education and experience. Strong analytical skills and problem solving capabilities required. Work experience in a public school business office; knowledge of municipal accounting software and MS office suite preferred.

Language Skills: Ability to read and interpret procedures, policies and regulations, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from supervisor, staff and public.

Mathematical Skills: Ability to add, subtract, multiply and divide using units of American dollars, weight, measurement, volume and distance, including decimals and fractions.

Reasoning Ability: Ability to solve practical problems and deal with a variety of non-standard situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Certificates, Licenses, Registrations: None

**Other Skills and Abilities:**

- Attention to details is essential.
- Proficiency in accounting, bookkeeping, record keeping, data entry, research, and Excel.
- Strong written verbal and interpersonal skills.
- Strong work ethic with ability to stay on task.
- Strong customer service and public relations skills.
- Ability to maintain confidentiality in all aspects of the job in accordance with federal, state, and Springfield School District requirement.
- Ability to work in a fast paced, multi-tasking environment with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Operating knowledge of and experience with typical office equipment, including but not limited to, telephones, copier, scanner, printer, calculator, postage meter and fax machine.
- Knowledge and expertise of personal computer applications using Windows – based office software applications.
- Experience with Google Docs and Microsoft Office is desirable.
- Ability to work independently, accept new responsibilities, and step in to assist others as a member of the Central Office team.
- Willingness to accept new responsibilities, assignments and to step in to assist others within the office

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hand to finger, handle or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, talk and hear. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:** Work is normally performed in climate controlled office environment, with very limited exposure to extreme heat/cold, poor ventilation, fumes, and gases. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

***Disclaimer:*** *The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

**APPROVAL**

Direct Supervisor:

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**REVIEW**

**Employee:**

I have read and understand the responsibilities of my position as described in the preceding job description.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date