

## **CHILTON COUNTY BOARD OF EDUCATION**

**JOB TITLE: STAFF ACCOUNTANT**

**REPORTS TO: CHIEF SCHOOL FINANCIAL OFFICER**

### **QUALIFICATIONS:**

1. Bachelor's degree in accounting or business-related field
2. Accounting experience with comprehensive knowledge of double-entry accounting systems, payroll, and accounts payable procedures
2. Experience in governmental fund accounting preferred
3. Expertise in technology and related software programs
4. Effective management/organizational/oral and written communication skills

### **RESPONSIBILITIES:**

1. Assist with maintaining an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
2. Supervise Auditors, Accountants, and Bookkeepers.
3. Prepare and respond to inquiries and concerns with staff, students, parents, outside entities, and others, while maintaining a positive and cooperative attitude and confidentiality regarding all school/workplace matters.
4. Provide daily support to CSFO in management of the annual budget, payroll, local school accounting, investments and purchasing.
5. Work closely with Coordinators, Bookkeepers, and Other Departments (CNP, Transportation, etc.) to manage budgets, grants, and allowable uses of funds.
6. Assist in preparation of all annual requirements, including budget and amendments, indirect cost calculations, and pass-thru calculations.
7. Assist with daily receipts and deposits of monies received by Central Office.
8. Ensure timely transfer of funds to proper banks accounts for accounts payable and payroll batches; handle daily positive pay exceptions and monthly payroll ACH returns.
9. Assist with reconciling journals, ledgers, and Central Office bank accounts.
10. Assist with preparing, analyzing, correcting, and reconciling of journal entries for proper financial reporting purposes and to ensure all transactions are timely and accurately recorded for financial statement preparation.
11. Assist with completion of budget changes and monthly requests of federal funds in the ALSDE e-GAP system (ES-2s) and state and federal paper ES-2s.
12. Assist with the monthly and yearly preparation of financial statements (fund and GASB 34), income statements, and cost reports.
13. Assist with accounts payable vendor file maintenance and 1099 preparation.
14. Assist with maintaining a system of contracting and purchasing procedures; monitor bid documents, including notices, instructions, specifications, and proposals.
15. Supervises the preparation of all fixed assets and inventories.
16. Assist with the investment of school district funds.
17. Cross trains on all payroll duties and serve as back up to the Payroll Specialist.
18. Ensure all monthly, quarterly, and annual payroll tax, RSA, PEEHIP, and other vendor reports are filed, and payments are made in a timely manner.
19. Assist with updating and maintaining all district salary schedules.
20. Assist in updating and maintaining the Finance Department section of the Board's website to include posting monthly financial statements.

21. Assist with accounting manual and software system updates and improvements.
22. Assist with federal, state, local, and year-end audits and compile information requested by the ALSDE, State Examiners of Public Accounts, and other outside entities.
23. Utilize NextGen accounting software, other software applications, spreadsheets, and documents, as required, to improve efficiency and maintain financial integrity.
24. Assist with planning and presenting budget, financial, and procedural training/workshops for systemwide personnel, including Bookkeepers, Coordinators, and Principals.
25. Assist in the hiring of all accounting personnel and bookkeepers.
26. Complete the AASBO program for CSFO within 2 years and work to complete the Payroll, Purchasing/Procurement, and Local School Bookkeeper AASBO programs.
27. Be regular and punctual in attendance.
28. Perform other duties as assigned by the CSFO and/or Superintendent.

**TERMS OF EMPLOYMENT:** Twelve-month salary.