

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: ACCOUNTANT
TYPE: Classified
REPORTS TO: Director of Business

POSITION SUMMARY:

The primary purpose of this position is to maintain accounting operations that provide accurate and efficient service to the school district in accordance with accepted accounting principles and legal requirements. Specific assignments may include responsibilities in one or more of the areas of general ledger, accounts payable, accounts receivable, grants accounting, and financial report preparation and analysis.

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Criminal history clearance.
3. Ability to use established accounting principles with a high degree of accuracy.
4. Knowledge of governmental accounting practices.
5. Excellent customer service skills.
6. Knowledge of computer programs for accounting systems.
7. Excellent written, verbal, and interpersonal communications skills.

ESSENTIAL FUNCTIONS:

1. Maintains financial systems in accordance with Generally Accepted Accounting Principles.
2. Performs expenditure and revenue accounting in accordance with requirements stipulated by grants or other agreements.
3. Assist with external auditors to provide information and resolve problems during the annual audit process.
4. Performs functions necessary to reconcile district substitute billings.
5. Performs accounts receivable and invoicing functions.
6. Assists with district level grant management.
7. Processing journal entries.
8. Performs various district reconciliations (bank, investment accounts, school accounts, transportation invoices), and district deposits.
9. Program administration InTouch receipting system.
10. Prepares financial reports as required.
11. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
12. Works independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
13. Operates a computer and views a computer screen for prolonged periods of time.
14. Serves as primary contact and liaison between the Business Director and students, teachers, parents, staff, district, and community.
15. Provide assistance to the other Business staff as necessary.
16. Other duties as assigned by supervisor.
17. Staying productive to achieve goals while having fun.
18. Opportunities for growth in the organization.

OTHER REQUIREMENTS:

1. Ability to function in a positive manner under pressure with frequent interruptions and tight deadlines.
2. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 260 paid days, depending on the position, subject to change.
Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

EMPLOYEE STATEMENT:

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.
- I hereby certify that I am able to fulfill the essential functions of the above position.

Employee Name (Print)

Employee Signature

Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

| In an 8 hour workday, this job requires: | | | | | |
|---|---------------------------|------------------|------------------------|----------|----------|
| R - Rarely | (Less than .5 hr per day) | O - Occasionally | (.5 - 2.5 hrs per day) | | |
| F - Frequently | (2.5 - 5.5 hrs per day) | C - Continually | (5.5 - 8 hrs per day) | | |
| NA - Not Applicable | | | | | |
| Physical Requirements | NA | R | O | F | C |
| Sitting | | | | | X |
| Stationary standing | | X | X | | |
| Walking (level surface) | | | X | | |
| Walking (uneven surface) | X | | | | |
| Crawling | X | | | | |
| Crouching (bend at knees) | | X | | | |
| Stooping (bend at the waist) | | X | | | |
| Twisting (knees/waist/neck) | | | X | | |
| Turn/pivot | | X | | | |
| Climbing (stairs) | | X | | | |
| Climbing (ladder) | X | | | | |
| Reaching overhead | | X | | | |
| Reaching extension | | | X | | |
| Repetitive use of arms | | | X | | |
| Repetitive use wrists | | | X | | |
| Repetitive use of hands grasping. | | | X | | |
| Repetitive use hands squeezing. | | X | | | |
| Fine manipulation | | | | | X |
| Using foot control | X | | | | |
| *Pushing/Pulling Maximum weight: <u>20 lbs.</u> | | X | | | |
| *Lifting/Carrying Maximum weight: <u>20 lbs.</u> | | X | | | |

* Identify items typically moved: Supplies, report binders or files, file drawers