



## ACCOUNTANT/AUDITOR

### **JOB DESCRIPTION**

The Accountant/Auditor, under the supervision of the Chief Financial Officer, is responsible for assisting and evaluating the effectiveness of the internal control systems, accounting, reporting of special revenue funds, and performing internal audits.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelor's Degree in Business Administration with a concentration in Accounting
- Five years of governmental accounting experience (school district experience preferred)

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Special revenue accounting experience preferred
- Knowledge of internal audit procedures preferred
- Skilled in windows-based database and spreadsheet software management applications
- Ability to organize and manage multiple tasks simultaneously and independently
- Ability to communicate effectively verbally and in writing

### **DUTIES AND RESPONSIBILITIES**

1. Develops and maintains special revenue program budgets and budget amendments in accordance with granting agency guidelines and in coordination with program managers
2. Reviews general ledger transactions to ensure compliance with applicable special revenue program guidelines, Generally Accepted Accounting Principles, the TEA Financial Accountability System Resource Guide, and other applicable state and federal regulations
3. Prepares and submits draw-downs, periodic reports, and final financial reports to funding agencies as dictated by program guidelines
4. Assists in the preparation of periodic internal financial reports for use by program managers
5. Prepares year-end adjustments and closing entries for Special Revenue Funds
6. Coordinates and performs annual audits of each campuses' student activity funds
7. Assists in the preparation of schedules for the annual financial audit
8. Assists principals, secretaries, and other District personnel in attaining accounting information necessary for the acquisition of resources to support classroom instruction
9. Assists the Accounts Payable Supervisor as required
10. Assists the Payroll Department Supervisor as required
11. Performs other duties as assigned

### **MENTAL DEMANDS**

Ability to communicate effectively (verbally and written), interpret, reason, read, understand verbal instructions, analyze, differentiate, memorize, coordinate, compile, instruct, and maintain emotional control.

### **PHYSICAL DEMANDS**

Ability to lift and/or carry light weight (under 15 pounds), sit, stand, walk, reach, repetitive hand motions, hear, speak, maintain visual acuity, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**PAY GRADE: PO5**

**NUMBER OF DAYS: 226**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/12/07*