



Accountant

JOB DESCRIPTION

The Accountant, under the supervision of the Chief Financial Officer, is responsible for general ledger maintenance, assisting in evaluating the effectiveness of the internal control systems, and assisting accounting staff with other responsibilities

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree in Business Administration with a concentration in Accounting or substantial work towards BBA with a concentration in accounting
- Governmental accounting experience (school district experience preferred)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of acceptable accounting practices and principles
- 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. Reviews general ledger transactions to ensure compliance with Generally Accepted Accounting Principles, the TEA Financial accountability System Resource Guide and other applicable state and federal regulations
2. Performs reconciliations of numerous accounts to include cash, inventories, receivables, and liabilities
3. Prepares adjusting entries based on results from reconciliations and general ledger maintenance
4. Prepares year-end adjustments and closing entries for all funds
5. Assists in cross training within the department as well as training of other staff in relation to appropriate accounting processes
6. Exercises discretion and security in order to maintain confidentiality and protect access to electronic accounting, payroll, and banking systems
7. Assists in performing annual audits of each campus' student activity funds
8. Assists in the preparation of schedules for the annual financial audit
9. Assists principals, secretaries, and other District personnel in attaining accounting information necessary for the acquisition of resources to support classroom instruction
10. Assists the accounts payable and payroll department supervisors as required
11. Performs other duties as assigned

MENTAL DEMANDS

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

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and

occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

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PAY GRADE: PO2 SALARY: \$32,051 - \$48,079 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
04/16/2008