

Carson City School District Job Description: Accountant II

Job Title: Accountant II

Related Categories: Account Technician, Senior Account Technician

Location: Fiscal Service Department

Reports To: Fiscal Director or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Under direction, to perform responsible, specialized sub-professional financial record keeping work; to have financial responsibility for a difficult set of financial records; to prepare financial and narrative reports; to have responsibility for all computer monthly closings; and to perform related work as required.

Experience or training required:

Knowledge of: General and governmental accounting; write clear office procedures; electronic data processing applicable to financial record keeping; business mathematics; internal auditing and controls; applicable laws, policies and regulations; understand governmental bonding; modern office equipment and procedures.

Operates computerized accounts payable system. Maintain a working knowledge of computerized accounts payable systems including initiating modifications to improve workflow and/or procedures with approval from supervisor. Observe system operations and determine whether programs appear to be operating correctly. Investigate and analyze potential problems and seek assistance from systems personnel where causes of problems are not apparent. Seek guidance or clarification from supervisor if corrective action is different than established procedures.

Utilize governmental fund accounting techniques for school systems accounts payable programs. Prepare and compile statistical and financial data utilizing spreadsheets and accounting software programs. Trace errors and record adjustments to correct charges or credits posted to incorrect accounts. Maintain records required to supplement computer log, including resolution documentation and actions taken.

Communicates and works directly and frequently with all levels of district personnel and vendors to request proper documentation for processing payments, and to ensure accounts are current, accurate, and paid in a timely manner in alignment with district policies and procedures. Provide courteous, responsive and accurate information to employees, administration, outside agencies, and the general public. Treat sensitive information with confidentiality. Promote positive public relations and deal tactfully and diplomatically with employees, administration, outside agencies, and the general public.

Ability to: Read, understand and apply policies, procedures, legislation and accounting principles; implement effective and efficient accounting systems and procedures; perform professional accounting and reporting work; operated a calculator and computer terminal quickly and accurately; perform technical financial analysis work; analyze, compile, statistically treat and display data graphically; prepare clear and concise financial reports within assigned timelines; work under pressure of deadlines; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or the equivalent. A typical qualifying entrance background is completion of an Associate's degree in business administration, accounting or a related field; and journey-level experience performing accounting, financial analysis, report preparation and cash control

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and projections; preferably including supervisory experience and experience in school district accounting; or experience at or equivalent to experience as an Accounting Technician in the Carson City School District, wherein the incumbent has acquired the knowledge and abilities listed above.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card.

The Job Functions:

This class is assigned responsibility for a specialized area of accounting work which requires considerable interpretation and financial analysis. The incumbent works with considerable independence in the implementation of procedures for their unit, may modify and manipulate computer programs and may serve as a resource to other staff. The accountant reports to the Accounting Supervisor and/or the Business Manager.

Essential Job Functions:

Accounts for bond proceeds, interest and debt repayments; initiates transfer of funds between bank accounts; reconcile bank deposits to daily cash journals; maintain records of investments, maturities and interest earnings; reconciles account data to general ledger controls; assist the Accounting Supervisor in the preparation of account analysis; record expenditure and revenue transfers and adjustments; prepares journal entries and audit adjustments; reconcile and balance general ledger accounts; input a wide variety of data and transactions to the accounting and budgetary systems; audit property tax revenues, and other accounts as assigned; audit input edit print-outs and other computer reports; assist in reviewing accounting documents for accuracy, completeness and compliance to standards; responsible for the distribution of monthly reports to the schools and departments; takes over day-to-day tasks of the Accounting Supervisor in her/his absence; assist in the accounting of Federal Grants; assist in closing the books at end of each month and end of fiscal year; assist in the preparation and analysis of budget documents; researches and resolves accounting and computer problems; assists in reviews of student activity funds; documents office tasks and policies by writing clear, concise procedures; and performs related work as required.

Physical Demands and Working Conditions:

Strength: Exert force up to 25 lbs., occasionally, 10-15 lbs., constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in typical office setting and use standard office equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

Environmental Conditions:

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

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| Salary Range: | Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement) |
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.