

**PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION**

Job Title: Accountant
Prepared Date: 06/02/2017
Revised Date: 7/2/2018
Work Year: 220 Days
Department: Finance
Reports To: Accounting Supervisor
Salary Range: Middle Manager Salary Schedule
Benefits: Fringe Benefits based on Schedule C/ Exempt Employee
Status: FLSA Status: Exempt

SUMMARY:

The job of the Accountant is to perform accurate, difficult, and complex professional budgetary and accounting duties in the maintenance of District budgets and financial records to ensure proper allocation of funding sources and the financial viability of the District. The Accountant is responsible to stay current with Generally Accepted Accounting Principles (GAAP), Colorado Statutes, Colorado Department of Education financial policies and procedures and proposed legislative issues (federal and state). The Accountant is expected to use accounting and budget analytical skills to make decisions in resolving problems and to work professionally with all levels of District personnel.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Bachelor's Degree in Accounting or related field, two years of experience in financial accounting, or equivalent combination of education and experience in financial accounting
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Certified Personal Accountant Certification
- Experience in interpreting federal rules, regulations, Colorado statutes
- Experience in grant accounting
- Experience analyzing and preparing financial statements

- Experience in governmental accounting and the accepted accounting principles promulgated by the Governmental Accounting Standards Board (GASB)
- Experience in school district business operations
- Experience developing queries/reports

SKILLS AND KNOWLEDGE:

- Ability to follow complex oral and written instructions
- Ability to be detail oriented with excellent proofing skills
- Ability to communicate effectively, both orally and in writing
- Ability to plan, prioritize, organize and execute work effectively, using independent judgment to provide overall direction for reaching organizational goals
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to maintain complex financial records, gather and compile data and prepare financial reports accurately
- Ability to establish and maintain effective working relationships with staff, students, parents, and other community members
- Ability to work tactfully and courteously with students, staff and the general public
- Ability to be patient with a strong customer orientation toward students, staff, parents, and other community members
- Possess an excellent work attitude and the ability and willingness to take ownership and responsibility for project completion

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Prepare and analyze monthly financial statements for specific funds and research variances of budget vs. actual
- Assist with accounting technicians in resolving accounts payable and accounts receivable issues
- Bank Reconciliation as assigned
- Financial Transparency completion and monitoring
- Prepare journal entries as needed

- Responsible for Sales Tax Reporting including education of appropriate staff
- Assist Accounting Supervisor as needed
- Assist in preparation of technical procedure documents when needed
- Ensure all appropriate financial internal controls are in place and followed by staff
- Assist with the implementations of new software modules in the accounting system and training employees
- Responsible for knowing all aspects of the accounting process
- Assist in preparing fund balance projections for the proposed and amended budget
- Completion/development of the work papers required for the annual audit
- Provide training to department and school personnel when needed
- Stay current with school finance legislation, Colorado Department of Education rules and regulations
- Serve on various ad hoc committees as needed

NON-ESSENTIAL DUTIES:

- Perform any and all other responsibilities as assigned by the Accounting Supervisor or Chief Financial Officer

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

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		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		

Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

WORK ENVIRONMENT:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting with quiet or moderate noise levels.