

WARREN COUNTY SCHOOL DISTRICT
Office of Human Resources
Job Description

Staff Accountant *(draft)*

(tbd)

Supervisor: Business Administrator

Evaluator: Business Administrator

Department: Business Services

Description

Qualifications

- Bachelors Degree In Accounting
- Four years of office experience preferred
- Experience of Computer Applications in Accounting & Payroll
- Demonstrated knowledge of Microsoft Office modules
- Demonstrated Skills in Financial Modeling, report writing software
- Experience with multi-fund Governmental Accounting
- CPA or CPA candidate preferred
- Excellent communication skills
- Ability to meet deadlines and work under stressful situations

Duties, Responsibilities, and Functions

The essential functions of this position include, but are not limited to, the following:

- Record electronic bank transactions monthly including:
 - Bank Wires
 - ACH transactions
 - Fees and adjustments
 - Investment and Interest earnings
- General Ledger Accounting Functions including:
 - Account analysis and adjustment
 - Reconciliation of Multiple Bank Accounts monthly to Bank Statements including:
 - Two General Fund bank accounts
 - Including collateralized overnight sweep activity
 - Capital Reserve bank account
 - Two Food service bank accounts
 - Multiple (Four) Investment accounts
 - Holding Account
 - Petty Cash Accounts
 - Multiple Bond Fund Accounts
 - Reconciliation monthly of Multiple Bank Accounts to associated General Ledger account:
 - Two General Fund bank accounts
 - Capital Reserve bank account
 - Two Food service bank accounts
 - Multiple (Four) Investment accounts
 - Holding Account
 - Petty Cash Accounts

- Multiple Bond Fund Accounts
 - Reconciliation of State reimbursements
 - Maintenance /Reconciliation monthly of Accounts Receivable including;
 - Government Subsidies
 - Tax Collections
 - Reconciliation monthly of Accrued Liabilities including but not limited to:
 - Accounts payable
 - Accrued payroll
 - Accrued payroll taxes
 - Employee benefits
 - Post employment benefits
 - General Journal Entries
 - Chart of Accounts Maintenance
 - Compliance with PA School Code
- Report writing via Report Writing Software
 - Monthly Board Financial Reports
 - Monthly Budget Status
 - List of Bills
 - Salary Reports
 - Treasurers Report
 - Athletic Fund Status Report
 - Special Reports
 - Analysis Reports
 - Contract Negotiation Reports
- Financial Modeling
- Financial Report preparation to Board of School Directors and Administration
- Research including but not limited to
 - Statutory
 - Federal & Local Code as it relates to Business Services
 - Payroll Federal and State Code reporting requirements,
 - District Policy
 - State Department of Education financial mandates
- Financial Analysis & Monitoring
 - Monthly analysis of transaction postings
 - Correction by Journal Entries of miss-postings
- Budget Monitoring and Analysis
 - Monthly analysis of budget status
 - Preparation of Budget adjustments
 - Posting of Budget transfers
- Assist with Budget preparation and monitoring
- Staff Supervision
 - TBD
- Liaison to Annual Audit by Independent Auditors
 - Compile data for Audit from but not limited to:
 - Federal Programs office
 - Special Education office
 - Accounts Payable office
 - Asset acquisitions and disposals
 - Grants
 - Tax Collection
 - Payroll
 - Etc.
- Assist & provide support for bi-annual State Audit
 - Compile and collect data from but not limited to:
 - Federal Programs office
 - Special Education office

- Accounts Payable office
 - Asset acquisitions and disposals
 - Grants
 - Tax Collection
 - Payroll
 - Etc.
- Approval of Building Rentals
- Analysis of costs and revenues for multiple Governmental Funds
- Other Duties as assigned by the Business Administrator
- Participation in appropriate Professional Development
- Back-up for Security Maintenance for Finance Plus Software
- Assist in Payroll Office During Peak periods
 - Summer Pays
 - Salary Changes each new fiscal year

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Comments

This position requires problem solving skills, analytical, speaking, and writing ability, reasoning skills, initiative, spatial perception, accuracy, visual and auditory discrimination, patience, and concentration skills.