



ACCOUNTANT, SENIOR

GENERAL RESPONSIBILITIES

Under the leadership of the Principal Accountant who functions as the supervisor of accounts payable, the position is responsible for conducting research, analysis, development, and summarization of financial information for audit purposes and financial reporting and performing the financial administration and reporting of federal and state grants. Responsible for grant reimbursements and school construction accounting.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide guidance to Accounts Payable Staff, Payroll Staff, Departments and Schools in school finance guidelines, policies, and procedures.
- Assist in establishing procedures/processes for vendor payments, invoices, purchase orders, contracts, travel vouchers and other similar transactions to ensure adherence to Federal, State, and City laws and regulations.
- Research financial information for audit purposes and financial reporting.
- Analyze financial records and reports and recommend adjustments as needed.
- Review and analyze expenditure vouchers for proper documentation, coding and propriety.
- Assist auditors in analysis work.
- Assist in year end closing and audits to include closing the books for Accounts Payable monthly and fiscal year end.
- Train staff in the use of the Chart of Accounts and fiscal and calendar year-end procedures/processes for the various Accounts Payable systems.
- Maintain, coordinate, and update Vendor Master File in Oracle Cloud, including ensuring vendors are in compliance with IRS regulations.
- Assist with the monthly interim financial statements, Superintendent's Annual School Report, and Comprehensive Financial Report.
- Assist in the preparation and mailing of 1099's, 1098's, 1042's, and 1042-S' at the beginning of each calendar year.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of accounting principles and practices and the principles of underlying state and local laws and regulations pertaining to accounts payable. Must have a knowledge of the applicability of financial management systems and IRS regulations. Must be skilled in preparing presentations and experience in training others. Must have strong communication skills for relaying financial information to federal, state, and local agencies. Must have the ability to comprehend and apply microcomputer languages and software packages to complex tasks; plan and supervise the work of others; and establish and maintain effective working relationships both internally and externally.



EDUCATION AND EXPERIENCE

Required: Bachelor's Degree with a concentration in accounting from an accredited college or university. Must have experience with non profit and/or governmental financial accounting and the accounts payable field and experience supervising paraprofessional employees.

Preferred: Masters in Public Accounting (MPA) or Masters in Business Administration (MBA); Certified Public Accountant (CPA) or Certified Management Accountant (CMA), Accredited Payables Manager (APM), or Accredited Payables Specialist (APS).

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, standing, grasping, fingering, repetitive motion, and reaching. Occasional walking, bending, and stooping. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: 1/21
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