

ACCOUNTANT

GENERAL RESPONSIBILITIES

Conduct research, analysis, development, and summarization of financial information for audit purposes and financial reporting and to perform the financial administration and reporting of federal and state grants. The position is 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.)

- Research financial information for audit purposes and financial reporting.
- Analyze financial records and reports and make adjustments as needed.
- Assist bookkeepers, coordinators, principals, and administrators on day-to-day financial matters, reports and questions.
- Assist auditors in analysis work.
- Prepare and enter journal entries which include correcting entries, allocating expenditures, grant related entries, etc.
- Assist in year-end closing and audits.
- Assist on monthly interim financial statements, Superintendent's Annual School Report, and Comprehensive Financial Report.
- Perform the financial administration and reporting of assigned federal and state grants which includes establishing grant in financial system, preparing budget and any adjustments, monitoring spending and assisting in accurate and timely reimbursements.
- Approve expending and encumbers grant funds and ensure compliance with grant guidelines and school system's policies and procedures.
- Project carryover budgets and inform grant coordinators of unspent funds and approaching spending deadlines.
- Code revenues to proper accounts when funds are received for grant. Must answer questions and research information for granting agencies, grant coordinators, auditors, state department, and school staff regarding assigned grants.
- Ensure proper accounting and reporting of assigned grants, which include year-end calculation of accounts receivables and deferred revenues.
- Approve and code construction in progress payments and reconcile payments to contract balances.
- Certify funds for change orders and contracts.
- Allocate construction in progress salaries quarterly.
- Approve requisitions for construction in progress and forwards them to Purchasing.
- Follow expending of funds to correct fund within the project.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Skill in developing detailed documentation in communicating financial information and results; ability to apply appropriate commercial law knowledge in the review of contractual agreements; communication skills in relaying financial information to federal, state, and local agencies with tact and diplomacy; ability to comprehend and apply microcomputer languages and software packages to complex tasks; ability to provide guidance to accounts payable and payroll staff and departments and schools in school finance guidelines, policies, and procedures; requires attention to detail and people skills to deal with the constant questions regarding grants and accounting from various departments, agencies, and the Virginia Department of Education; requires time commitment to meet reimbursement deadlines.

EDUCATION AND EXPERIENCE

Bachelor's Degree with a concentration in accounting from an accredited college or university. Master's Degree in Public Administration (MPA) or Master's Degree in Business Administration (MBA) preferred, Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred.

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

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

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

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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