

ACCOUNTING OFFICER

SUPERVISOR: Business Manager

JOB DESCRIPTION: Perform accounts payable and receivable functions for the School District. Assist with the monitoring of fiscal transactions and be responsible for reconciling and balancing financial records.

QUALIFICATIONS:

1. Type minimum of 50 words per minute.
2. Proficiency on 10-key calculator.
3. Knowledge and/or experience in business office.
4. Knowledge and/or skill in double entry accounting.
5. Knowledge and/or skill in fund accounting.
6. Knowledge and/or skill in computer operation.

RESPONSIBILITIES:

1. Process monthly accounts payable.
2. Process purchase orders weekly.
3. Handle invoices, prepare vouchers and warrants monthly.
4. Reconcile bank statements monthly.
5. Provide monthly budget status reports for board meetings.
6. Receipt and transmit funds to County Treasurer monthly.
7. Balance with County Treasurer report monthly.
8. Provide expenditure reports to business manager, maintenance, bus garage, food services supervisors, curriculum director, special services and building principals monthly.
9. Prepare federal grant expenditure reports monthly.
10. Responsible for processing ASB accounts payable, helping buildings balance and providing reports monthly.
11. Prepare use tax returns quarterly.
12. Prepare 1099s yearly.
13. Prepare F196 for year-end closing annually.
14. Prepare correspondence with vendors as needed.
15. Back-up for substitute caller.

TERMS OF EMPLOYMENT: 260-day work year with one to four weeks of vacation
Salary range: