



EMPLOYEE NAME: _____

Created: 7/14, Revised: 5/17; 6/18

JOB DESCRIPTION

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| POSITION TITLE: General Accountant | JOB CODE: 466A |
| DIVISION: Financial Services | SALARY SCHEDULE: Professional/Supervisory Support |
| DEPARTMENT: Accounting Services | WORK DAYS: 238 |
| REPORTS TO: Director, Accounting Services | PAY GRADE: Rank E (NK05) |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Coordinates and performs the accounting activities related to Federal Grants. Accurately analyzes, evaluates, and prepares reports relating to various grants to ensure they are in compliance with Federal laws. Prepares the annual schedule of expenditures for Federal award. Contributes to the calculation, and compilation of the Comprehensive Annual Financial Report. | |

REQUIREMENTS:

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| 1. | Educational Level: Bachelor Degree in Accounting required |
| 2. | Certification/License Required: CPA preferred |
| 3. | Experience: 3 years of accounting experience; governmental accounting experience preferred; supervisory experience preferred |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; works independently; strong analytical ability; strong organization and computer skills, including MS Word and Excel, Adobe Professional, and Accounting Information Systems (AIS); strong understanding of accounting concepts and functions |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Ensures all grants conform to all Federal and State Grant deadlines. |
| 3. | Produces all Federal, State, and internal grant financial reports. |
| 4. | Prepares federal grant financial reports and provides support to CCSD Federal Grant Administrators regarding the reporting of grant expenditures. |
| 5. | Coordinates, analyzes, and prepares all grant financial data for the annual financial audit and Federal Government Audits. |
| 6. | Conducts and attends appropriate federal grant training and organizational grant meetings to keep abreast of accounting practice; researches federal grant issues. |
| 7. | Prepares the annual Schedule of Expenditures for Federal Awards as part of the external audit and the Comprehensive Annual Financial Report. |
| 8. | Approves journal entries from other departments to be entered into the financial accounting software system, ensuring accuracy and reliability with supporting documentation. |
| 9. | Works collaboratively with Department staff on the calculation and compilation of the Comprehensive Annual Financial Report. |
| 10. | Prepares the annual State of Georgia unclaimed property report as required by State law and authorizes the reissuances of any outstanding payments as required by this law. |
| 11. | Serves as the backup for the Grant Accountant, General Financial Accountant, General Ledger Accountant, and the Accounts Receivable Accountant. |
| 12. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____