JOB DESCRIPTION

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:

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

ESSENTIAL DUTIES:

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.
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.
12. Performs other duties as assigned by appropriate administrator.

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

Signature of Employee ____________________________ Date ____________
Signature of Supervisor ____________________________ Date ____________