**POSITION TITLE:** General Financial Accountant  
**JOB CODE:** 466A  
**DIVISION:** Financial Services  
**SALARY SCHEDULE:** Professional/Supervisory Support Annual  
**DEPARTMENT:** Accounting Services  
**WORK DAYS:** 238  
**REPORTS TO:** Director, Accounting Services  
**PAY GRADE:** Rank E (NK05)  
**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly

**PRIMARY FUNCTION:** Reviews and approves District level bank reconciliations. Prepares and processes reconciliation adjustments, year-end closing entries and adjustments. Accurately analyzes, evaluates, and prepares reports relating to various financial items. Designs analytical reports focused primarily on the Cobb County Public School Foundation. Works collaboratively with other Accounting Services staff to prepare reports. Contributes to the calculation, and compilation of the Comprehensive Annual Financial Report.

**REQUIREMENTS:**

1. **Educational Level:** Bachelor Degree in Accounting (Major) required
2. **Certification/License Required:** None
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; work 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:**

1. Demonstrates prompt and regular attendance.
2. Prepares and processes journal entries for monthly District bank reconciliation adjustments, encumbrances adjustments, service contracts, and year-end closing entries as necessary, including preparation of wire transfers, as needed; reviews and approves bank reconciliations for all District level bank accounts.
3. Prepares the Cobb County Public School Foundation’s monthly financial statements for their respective Board and applicable cash flow reports for presentation by the Chief Financial Officer; reviews accounting transactions weekly related to the Foundation.
4. Compiles and develops year-end entries for mandatory Department of Education filings, such as the annual DE046 State of Georgia upload and various monthly wired transactions.
5. Serves as the key liaison between CCSD and the Cobb County Public School external auditor during field work on behalf of the Director of Accounting and Chief Financial Officer.
7. Assists with the preparation of the quarterly financial report to the School Board.
8. Develops, maintains, and delivers monthly and annual closing calendar to various departments within Financial Services.
9. Approves journal entries from other departments to be entered into the financial accounting software system, ensuring accuracy and reliability with supporting documentation.
10. Prepares various ad hoc financial analytical reports which include working collaboratively with the General Ledger Accountant to prepare annual financial reports for the Comprehensive Annual Financial Report and audit work papers as directed by the Director of Accounting.

11. Supervises one clerical position (accounts reconciliation coordinator) and serves as the backup for the General Ledger Accountant and Accounting Manager.

12. Performs other duties as assigned by appropriate administrator.

Signature of Employee ____________________________________________ Date _______________________

Signature of Supervisor __________________________________________ Date _______________________