**JOB DESCRIPTION**

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

**PRIMARY FUNCTION:** Oversees all transactions within the General Ledger; functions as a Team Lead for the monthly and annual close of the General Ledger; designs and manages critical variance and other analytical reports focused primarily on the General Ledger; serves as the key liaison between Accounting Services and the external auditors during fieldwork; contributes to the design, calculation, and compilation of the Comprehensive Annual Financial Report; takes responsibility for certain mandatory Department of Education filings.

**REQUIREMENTS:**

1. **Educational Level:** Bachelor Degree in Accounting (Major) required
2. **Certification/License Required:** None
3. **Experience:** 3 years of accounting experience; 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. Researches and analyzes all transactions within the General Ledger and other accounts; determines necessary accounting journal entries; approves grant-related transactions.
3. Develops, maintains, reviews, and delivers several critical variance and other analytical reports focused primarily on the General Ledger; develops and maintains certain audit work papers and reports.
4. Serves as the Team Lead within Accounting Services for the monthly and annual close of the General Ledger.
5. Serves as key liaison between Accounting Services and the external auditors during fieldwork.
6. Works collaboratively with Department staff on the design, calculation, and compilation of the Comprehensive Annual Financial Report.
7. Takes responsibility for certain mandatory Department of Education filings, such as the annual DE046 State of Georgia upload.
8. Compiles and analyzes quarterly Board report for Director of Accounting Services to present to Chief Financial Officer.
9. Serves as a back-up to the Food Service Accounting Manager.
10. Participates in professional growth to keep abreast of current and emerging accounting technical issues; researches and evaluates new accounting methodologies and procedures.
11. Trains the General Financial Accountant and other Accounting Services staff on the effective use of the General Ledger, year-end processes and the external audit.
12. Performs other duties as assigned by appropriate administrator.

**Signature of Employee** ____________________________  
**Date** ____________________

**Signature of Supervisor** ____________________________  
**Date** ____________________