



EMPLOYEE NAME: _____

Created: 5/20;3/23

JOB DESCRIPTION

POSITION TITLE: Financial Accountant	JOB CODE: 466A
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Accounting Services	WORKDAYS: Annual Administrative
REPORTS TO: Assistant Director, Cash Management	PAY GRADE: Rank E (NK05)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates and performs the recording of accounting activities in financial system for transfers from bank accounts to cover Accounts Payable and Payroll, due to/due from, and investments. Accurately analyzes, evaluates, and prepares reports relating to various grants to ensure they are in compliance with Federal laws. Responsible for the submitting the Unclaimed Property report annually to ensure District is in compliance with State laws. Serves as Food Service Accounting and Accounts Receivable accounting position backup.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s Degree in accounting required
2.	Certification/License Required: CPA Preferred
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; 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:

1.	Demonstrates prompt and regular attendance.
2.	Maintains and produces journal entries for bank transfers, due to/due from journal entries, and investments into the financial accounting software system, ensuring accuracy and reliability with supporting documentation.
3.	Compiles and reports all accounting information for the 21 st Century Federal Grant to ensure grant conforms to all Federal and State Grant deadlines. Enters journal entries in the system to move District personnel that were charged to the incorrect salary code in the MUNIS system. Assists the General Accountant with other Federal grants as needed.
4.	Corresponds with school and district grant personnel regarding the 21 st Century Grant to educate them and obtain appropriate grant documentation and information monthly.
5.	Reviews and approves cash receipting entries in the financial accounting software system, ensuring accuracy and reliability with supporting documentation.
6.	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.
7.	Compiles and audits the quarterly report and Power Point presentation for the Board ensuring a timely submission to the Webmaster for posting on the district’s internet site.
8.	Reconciles pooled cash and investment accounts with corresponding fund due to/due from accounts.
9.	Conducts and attends appropriate trainings and organizational accounting meetings to keep abreast of accounting practice. Assists with any annual financial statement preparation as needed.
10.	Compiles required statistical information for the preliminary official statement for the bond attorney in preparation for the issuance of District Short Term Notes.

11.	Serves as the backup for the Accounts Receivable and Food Service Accountants by learning the district's billing for P-cards, Field Trips, Supplemental Pay and Food Service accounting system; prepares claims and completes the monthly financial reports to the State of Georgia.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____