

SCHOOL DISTRICT ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for the performance of accounting duties for a school district according to established accounting procedures and practices. The incumbent oversees financial transactions, installation and maintenance of accounting systems, business office procedures and preparation of reports and fiscal analyses. The work is performed under the general supervision of the Business Manager according to general guidelines established by the School Board or District Superintendent with considerable leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision may be exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Performs general accounting duties such as maintaining a general ledger, making journal entries, advising supervisors regarding appropriate balances and fund transfers, and reconciling trial balances, bank statements and accounts;

Assists in the development and implementation of new accounting procedures and systems in order to provide a clear audit trail of financial transactions;

Prepares a variety of tax, financial and statistical reports and analyses to comply with State, Federal and local requirements;

Assists in the organization and preparation of the school district annual budget including estimation of revenues and appropriations;

Develops and implements a system for the inventory of fixed assets;

Acts as liaison with internal and external auditors;

Participates in meetings concerning equipment purchases, capital construction and other expenditures which have an impact on school district finances;

Keeps informed of economic trends and advises responsible officials regarding financial planning and investments;

Recommends ways of reducing operating costs and increasing revenues based on knowledge of reimbursement formulas, market trends, school operating procedures and legislative development;

May coordinate the introduction and maintenance of data processing operations, including the preparation of schedules, in relation to accounting functions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern accounting principles, practices and terminology, particularly as they relate to governmental accounting; good knowledge of the applicable laws, rules and regulations governing school district accounting; good knowledge of financial administration and budgeting reporting; working knowledge of office terminology, practices, procedures and equipment; ability to prepare, analyze and review financial and statistical records, reports and statements; ability to maintain accounting records including general journals and ledgers; ability to understand and interpret complex written material; ability to express oneself clearly both orally and in writing; good judgment; initiative; accuracy.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree in Accounting or closely related field including or supplemented by 18 semester credit hours in accounting.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
5730 SD ACCT
Classification: Competitive
OA

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