

Carson City School District Job Description: Accountant I

Job Title: Accountant I

Related Categories: Account Technician, Senior Account Technician

Location: Fiscal Service Department

Reports To: Fiscal Director or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Performs clerical accounting work of routine to moderate difficulty involving payables, petty cash, travel arrangements, accounting, data entry; maintenance and processing of physical and computerized records; preparation and filing of statements and reports; including clerical and office support activities.

Experience or training required:

Knowledge of: Bookkeeping and accounting principles; accounts payables; financial record keeping procedures; data processing and related financial record keeping; payroll record keeping may be required; modern office equipment and procedures; business mathematics; basic leadership may be required; computer terminal operating techniques. Perform all accounts payable functions including, but not limited to, auditing of account codes, processing of purchase requisitions and orders. Auditing and preparing vendor remittance of invoices for payment; places and tracks purchase orders; authenticating receipt of materials and/or services; originating and filing of vouchers for approval; timely and accurate payment of vouchers and annual tax reporting including 1099s.

Operates computerized accounts payable system. Maintain a working knowledge of computerized accounts payable systems including initiating modifications to improve workflow and/or procedures with approval from supervisor. Observe system operations and determine whether programs appear to be operating correctly. Investigate and analyze potential problems and seek assistance from systems personnel where causes of problems are not apparent. Seek guidance or clarification from supervisor if corrective action is different than established procedures.

Utilize governmental fund accounting techniques for school systems accounts payable programs. Prepare and compile statistical and financial data utilizing spreadsheets and accounting software programs. Trace errors and record adjustments to correct charges or credits posted to incorrect accounts. Maintain records required to supplement computer log, including resolution documentation and actions taken.

Communicates and works directly and frequently with all levels of district personnel and vendors to request proper documentation for processing payments, and to ensure accounts are current, accurate, and paid in a timely manner in alignment with district policies and procedures. Provide courteous, responsive and accurate information to employees, administration, outside agencies, and the general public. Treat sensitive information with confidentiality. Promote positive public relations and deal tactfully and diplomatically with employees, administration, outside agencies, and the general public.

Ability to: Perform difficult, technical accounting with a high degree of independence; plan, organize and schedule work to meet established priorities and timelines; understand and apply methods and procedures used in school district accounting; read, understand and apply budget, accounting, and fiscal policies and procedures; read, understand and apply specific provision of assigned areas of responsibilities; prepare clear and concise financial reports; interpret and explain various procedures; resolve problems with tact and proficiency; work under pressure of deadlines; operate a calculator and computer terminal quickly and accurately; direct the work of others, may be required for some assignments; operate a vehicle observing legal and defensive driving practices, may be required; understand and carry out oral and written

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instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in accounting, business mathematics, use of computers, or a closely related field; and responsible specialized accounting experience at a technical level performing complex payroll, full charge bookkeeping and financial reporting duties; or experience at or equivalent to experience as an Accountant I within the Carson City School District, wherein the incumbent has acquired the knowledge and abilities listed above; or completion of college level course work leading to completion of a major in accounting.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card.

The Job Functions:

Positions in this class are assigned responsibility for a specialized area of accounting work, which requires considerable interpretation and financial analysis. Incumbents work with considerable independence in the development of procedures for their unit may modify and manipulate computer programs and serve as a resource to other staff.

Essential Job Functions:

Prepares and audits statistical, financial and management reports; reconciles reports to control figures; audits registers and accounts payables; develops computer files for utilization in maintaining records and developing reports; utilizes generic computer programs to develop automated record keeping applications; inputs, verifies, balances; manipulates and formats data to produce reports and statements; reviews labor agreements; policy and legal requirements to establish and modify payroll procedures to ensure compliance; develops payroll schedules to conform to payroll processing calendar; plans and implements mass time sheets; audits payrolls; develops payroll forms, procedures and written information; processes and reviews semi-monthly payroll and supplemental payroll vendor checks, confers extensively with staff to resolve payroll reporting problems; prepares, audits and reconciles payment of various voluntary deduction, insurance and tax reports; performs verification of employee information into financial system; ensures the correct deductions are attached to the correct job position; audits and enters employee taxes, voluntary deductions, benefits and direct deposit information; reviews and audits DAC timesheet entries for accuracy; train and assist DAC managers with timesheet entry and related payroll questions; balances, electronically reports and processes year end W-2's; checks account coding of salaries and benefits; assigns and reviews work of payroll clerical assistants; prepares payroll check register; records payroll data to ledgers; prints, bursts and distributes payroll checks; deposits taxes with bank; deposits direct deposit checks with bank; enters new employees and payroll changes; prepares worksheets of annual salary costs; enters tax tables; audits and enters all docks, overtime, student body funds, and miscellaneous timesheets; prepares employee data cards; prepares and reconciles W-2's, performs double-entry bookkeeping in the maintenance of financial records; disbursement records; keeps financial records and processes employee garnishments and documents involved in financial transactions; posts to ledgers and journals; prepares periodic financial statements and reports; opens and closes books each fiscal year; prepares records for audit; makes arithmetical calculations; receives money and maintains records of receipts; issues purchase requisitions; composes correspondence independently on matters within work assignment; keyboards correspondence, reports and financial documents; trains assigned staff; prepares and posts journal entries; answers telephone and written inquiries and gives out authoritative information; works closely with Human Resources and DAC Managers in adding new job positions to the financial system (This is an internal control issue requiring only one appointment of the function.). Assist in troubleshooting issues with Infinite Visions

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Accounting Software; escalate technical problems to Information Technology Department or vendor if needed; generate Software Action Request for issues requiring revisions to be made by Infinite Vision programming team; reconcile Section 125 Flexible Spending Account for medical and dependent care reimbursement plan, and maintains a separate bank account for plan; coordinate transactions with third party Administrator; analyze Administrator invoices and submit for payment; responsible for process of Special Pay Plan for terminated employees and coordinate transaction data with Human Resources and various designated vendors; prepares Carson Montessori Charter School's monthly billing and payroll services; maintain classified annualized leave factor calculation worksheet; print payroll and vendor checks when Accountant is unavailable; validates monthly pre-payments and reconciliation of actual prior month insurance premiums; back up assistance for daily cash draw down when Accountant is unavailable; purchase card holder for Fiscal Services Department; reconcile Petty Cash transactions for Fiscal Services Department to replenish cash; and performs related work as required.

Physical Demands and Working Conditions:

Strength: Exert force up to 25 lbs., occasionally, 10-15 lbs., constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in typical office setting and use standard office equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

Environmental Conditions:

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.