

TITLE:

Accountant

DRAFT

QUALIFICATIONS:

1. Minimum of an Associate Degree.
2. Minimum of three years of bookkeeping/accounting and supervisory experience.
3. Familiarity with state and federal accounting procedures.
4. Must be organized and able to work independently.
5. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO:

Business Administrator

JOB GOAL:

To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available; to comply with State and Federal laws relative to grants.

PERFORMANCE RESPONSIBILITIES:

1. Obtains information, data, and application forms necessary to fulfill the requirements of application. Records and maintains ledgers and files for each grant.
2. Prepares and administers a budget for the federal projects.
3. Works with designated committees of teachers, principals, and lay persons in specific programs, projects, or courses of action.
4. Monitors use of federal funds to conform to guideline limitations set forth by New Hampshire Department of Education.
5. Oversees school department MUNIS operations.
6. Provides project directors with information and assistance on a monthly basis.
7. Prepares daily, weekly, monthly and quarterly accounting for Federal projects and special accounts.
8. Remains up to date on the changing laws and requirements regarding federal funds available to the schools.
9. Sets up/Monitors Federal Funds in the NH DOE GMS System. Prepares monthly expense reports and enters them into the NH DOE GMS system. Prepares the SEFA schedule at Fiscal Year End and processes the Year-End close adjustments.
10. Prepares Summer Teacher Accruals and other fiscal year end data required for FY End audit.
11. Calculates the Sick Leave Liabilities and reconciles the benefit fringe accounts.
12. Collects data, reconciles and prepares audit paperwork,
13. Processes the salary and benefit budget projection.
14. Coordinates, processes and controls transfers of budgeted funds.
15. Provides monthly accounting of all income and expenditures.
16. Prepares monthly financial statements for the School Board.
17. Provides advance warning of potential over-expenditure of budgeted funds.
18. Prepares reports to the proper staff officials concerning the status of their accounts to guard against over spending.
19. Maintains separate fund ledgers for each approved federal projects.
20. Supervises, purchasing, accounts receivable and accounts payable operations.

21. Assists the Business Administrator in preparing and implementing the school budget.
22. Assists in the execution of the enacted budget, including the recommendation of administration controls.
23. Performs other such duties as may reasonably be assigned by the Business Administrator.

TERMS OF EMPLOYMENT: Twelve months. Salary and other terms and conditions of employment shall be governed by negotiated contract.

EVALUATION: Performance in this position will be evaluated by the Business Administrator in accordance with School Board policy.

ADOPTED: January 14, 2003 Board Meeting
Personnel Committee Review: December 5, 2019, February 6, 2020