



**Job Title:** Accountant  
**Department:** Business  
**Reports To:** Budget Director  
**FLSA Status:** Exempt  
**Salary Schedule:** EC lane 05

## **SUMMARY**

The Accountant provides support to Business Department activities with specific responsibility for the financial accounting duties of assigned District programs; processing, recording, updating, and reconciling fiscal information in compliance with established policies; providing instructions, recommendations, and/or accounting support to other personnel of assigned programs; preparing program financial statements; analyzing revenues and expenditures against budget; and assists the Budget Director with position formulas, authorizations, and requisitions.

***ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.***

Assists the Budget Director with the following responsibilities:

- Developing, maintaining, and ensuring position authorizations and formulas for staffing processes, to include the impact of reductions in force, early retirement, transfers, etc.
- Reviewing new position authorizations and transactions for accuracy and conformity to policy, staffing plan, formulas, and budget guidelines.
- Serving in an advisory capacity for WCSD administration and department managers, enabling utilization of appropriate personnel requisition systems, formulas, and providing staffing structure guidance within defined budgets.
- Updating database and/or spreadsheets to document and distribute personnel requisitions and to provide information for payroll and other uses.
- Coordinating with Human Resources Department to plan and prepare annual staffing calendar. Coordinating individual school staffing meetings to determine enrollment projections and staffing needs for new school year.
- Preparing and compiling the annual Adopted Budget document to communicate the district's budget goals and results to the Board of Education and to the public.

Analyzes financial information of assigned programs for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and assuring programs conform with established financial practices and program requirements.

Assists auditors for the purpose of providing supporting documentation and/or information on internal processes that is required for audit.

Compiles a wide variety of financial information related to work assignments for the purpose of providing required documentation and/or processing information.

Generates program reimbursement requests of federal funds for the purpose of assuring the sufficient funding for program operations.

Maintains a wide variety of financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

Monitors account balances and related financial activity (e.g. salary allocations, expenditures, revenues, carryovers, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.

Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Prepares a wide variety of written materials and electronic routine financial information (e.g. financial statements, grant fund status reports, program specific reports, state and federal required reports, funding applications and renewals, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

Processes a wide variety of financial information (e.g. budget revisions, reimbursement requests, etc.) for the purpose of updating and maintaining current information, preparing required financial reports and/or complying with established accounting practices.

Provides orientation and support to other program personnel regarding procedures and program financial requirements for the purpose of assuring the efficient processing of financial information in compliance established guidelines and availability of program financial data for decision-making.

Recommends policies, procedures, and/or actions on issues that relate to accounting functions for the purpose of providing direction and decision making.

Reconciles a wide variety of financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.

Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.

Responds to inquiries from a wide variety of sources (e.g. district employees, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.

Performs internal audits, as assigned, to ensure compliance with GAAP, state and federal laws, and district policies.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to communicate complex accounting information to personnel with varying levels of financial understanding, read technical information, compose a variety of documents, and/or facilitate group discussions.

Strong understanding of accounting/bookkeeping principles and budget processing; State and Federal program requirements; public fund accounting; and operating knowledge of assigned programs.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money. Ability to calculate figures and amounts such as discounts, interest, commission, proportions, and percentages using a 10-key calculator. Ability to apply fundamental principles and practices of accounting in a public setting.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in accounting or finance from four-year college or university; or a significant amount of specific experience and/or training; or equivalent combination of education and experience.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years.

Certified Public Accountant (CPA) certification preferred.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

This position does require travel to various WCSD locations to conduct internal audits.

Prepared By: <b>Business Administrator</b>		Date: <b>06/23/2009</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>06/24/2009</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>12/18/2013</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>07/01/2017</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>04/18/2018</b>

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	