

JOB TITLE: STAFF ACCOUNTANT

JOB DESCRIPTION

This employee is responsible for developing, maintaining, and updating capital project records and cost report records with minimal supervision and direction.

Duties of this position include but are not limited to:

1. Developing capital project procedures and audit controls.
2. Developing and maintaining capital project files.
3. Assisting in development of computer programs in maintaining capital projects system.
4. Reviewing capital projects purchases.
5. Coordinating work flow and procedures between finance and other departments.
6. Maintaining, updating and submitting budget amendments to the School Board.
7. Maintaining, updating and submitting budget reports to district wide departments.
8. Certifying the accuracy of reports submitted to the School Board.
9. Preparing and distributing annual capital projects budget.
10. Developing cost report and SATSY procedures and audit controls.
11. Developing and maintaining cost report files.
12. Assisting in development of computer programs in maintaining cost report system.
13. Developing and maintaining a system of cash forecasting.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree in Business Administration, Accounting or related fields.
2. Knowledge of fund accounting.
3. Knowledge of accounting business computer systems.

DESIRED QUALIFICATIONS:

1. Experience in governmental accounting.
2. Experience in cash management.