

Freedom Area School District

Job Description – Accounting Specialist

SUMMARY:

The Accounting Specialist works under the direction of the Business Manager and is responsible for day-to-day accounting functions in the business office, and is responsible to maintain a thorough and efficient operation of all non-instructional services of the school district including finance and grants.

QUALIFICATIONS:

1. High school diploma and two years college and/or comparable experience required.
2. Prior related school district experience preferred
3. Knowledge of basic accounting practices
4. The ability to work proficiently, accurately, professionally and collaboratively

REPORTS TO: Business Manager and Superintendent

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Process and deposit all district monies, including Student Activity Fund checks, cash, etc.
2. Complete billing for facilities usage.
3. Complete monthly reporting and reconciliations for district funds
4. Complete reconciliations and payments associated with payroll and benefits
5. Track employee certifications and leave balances
6. Prepare information for annual audit and budget as requested.
7. Assist with preparing grant expenditure and budget reports including Access and IDEA.
8. Work with the Business Manager and Superintendent to identify and implement efficient platforms and/or practices within the district and business office.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his/her administrator(s) and/or supervisor(s).

EVALUATION:

Performance of this position shall be evaluated annually in accordance with the provisions of the applicable policies of the district.

The position specifications 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.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.