

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Accountant	<b>Department:</b> Business Services	<b>Unit:</b> Unaffiliated
<b>Immediate Supervisor:</b> Director of Business Services	<b>Grade Placement:</b>	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b> <p>Under the direction of the Director of Business Services, the Accountant is responsible for maintaining and reconciling general ledger accounts, bank and investment statements. Assists with year-end closings, audits, and preparation of and entry of journal entries, and assisting with the implementation and maintenance of financial controls and procedures of the District.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none"><li>1. Reconciles bank and investment statements. Investigates any missing entries or discrepancies. Prepares correcting journal entries, as necessary. Communicates with banking and investment firm representatives to obtain additional information, as needed</li><li>2. Reconciles balance sheet accounts including cash, accounts receivable, accounts payable and payroll liabilities. Collaborates and works with employees to correct any discrepancies</li><li>3. Prepares journal entries to record building monthly transactions from various district departments (i.e. trips, nutrition amounts, departmental charge backs, etc.).</li><li>4. Performs various general ledger activities such as setting up new account codes, creating ad hoc reports, researching financial information for various departments or administrators.</li><li>5. Extracts payments made through the State’s SWIFT Program. Codes each payment and prepares a cash receipt entry. Matches deposits slips with back up to verify deposits from other departments are coded properly and ready for cash receipt entry.</li><li>6. Reviews and verifies credit card statements to assure proper receipts are attached for each charge and that sales tax were not charged. Contacts individuals missing statements and reimbursement of sales tax, as needed.</li><li>7. Performs other duties of a comparable level or type, as required.<ol style="list-style-type: none"><li>a) Keeps abreast of changing developments, trends, and technologies within the field.</li><li>b) Participates in staff development and professional development activities.</li></ol></li></ol>
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### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.) Bachelor's Degree	
less than high school diploma		<b>Major field of study or degree emphasis:</b> Accounting, Business Administration or closely related field	
High school diploma or GED.			
1 year college	2 years college		
3 years college	x 4 years college	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Generally accepted accounting and GASB auditing principles and procedures, requirements and audit guidelines.</li> <li>• Business and financial management.</li> <li>• Knowledge of accounting software and accounting systems utilized by the District.</li> <li>• UFARS.</li> <li>• District administrative guidelines, policies and procedures.</li> <li>• Relevant laws, rules, statutes, regulations and guidelines pertaining to areas of responsibility.</li> <li>• Knowledge of business productivity software (i.e. word processing, spreadsheet, browsers, presentational software, etc.) and computer operation.</li> </ul>	
1st year graduate level			
2nd year graduate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b> At least 1 year of prior work related experience is required to gain entry into the job.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Valid MN driver's license.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Preparing, maintaining and implementing accounting processes and procedures associated with the maintenance of the general ledger, accounts payable, accounts receivable and payroll processing.</li> <li>• Verbal and written communication in dealing with district personnel, administrators, vendors and outside agencies.</li> <li>• Assisting in the development and implementation of accounting controls and procedures.</li> <li>• Utilizing specialized accounting programs and applications in the performance of the job.</li> <li>• Implementing accounting controls, procedures and methods consistent with acceptable accounting procedures and methods.</li> <li>• Monitors and reviews expenditure documentation to assure proper procedures and processes.</li> <li>• Preparation of various local, state or federal accounting/fiscal reports.</li> <li>• Assisting in the preparation of any auditing schedules or documentation required in the audit process.</li> <li>• Performing responsibilities of the job with minimal direction.</li> </ul>	



<b>PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)</b>									
<b>Amount of Time Spent</b>					<b>Amount of Time Spent</b>				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								
<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>									
<b>Physical requirements associated with the position can be best summarized as follows:</b>									
<b>Light Work:</b> Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.									
<b>HAZARDOUS WORKING CONDITIONS</b>	<b>Unusual or hazardous working conditions related to performance of duties:</b> Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.								



## SECTION IV: DISTRICT MISSION AND CORE VALUES

<p><b>OUR MISSION</b></p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p><b>CORE VALUES</b></p>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<p><b>MISSION OUTCOMES</b></p>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<p><b>STRATEGIES</b></p>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<p><b>STRATEGIC DELIMITERS</b></p>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

## SECTION V: CLASSIFICATION HISTORY AND APPROVAL

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

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**Date**

**Classification History:**  
Created classification description 4/2016 BCC