

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Accountant  
**Reports To:** Executive Director of Business Services

#### **SUMMARY**

The Accountant maintains and updates district financial records used for the budgeting and reporting of financial information.

#### **QUALIFICATIONS/REQUIREMENTS**

The Accountant shall have a minimum of a Bachelor's degree in Accounting or Finance, experience with general ledger accounting, and school district business office experience is preferred. The accountant must be ethical and possess good organization and interpersonal skills, be attentive to detail, and work well under pressure.

#### **ESSENTIAL JOB DUTIES**

- Possesses a broad knowledge of accounting principles and procedures; knowledge of Missouri School Law and Missouri Department of Elementary and Secondary financial regulations; and a solid understanding of the Board of Education policies as they relate to the District's accounting policies and procedures.
- Prepares and maintains data in the District's financial software, and on Excel spreadsheets.
- Identifies all monthly revenue and allocates to correct funds and accounts.
- Creates and ensures entry of all recurring monthly adjusting journal entries.
- Performs monthly bank reconciliation process.
- Assists in the preparation of monthly financial statements.
- Monitors monthly budget versus actual expenditure reports and makes necessary adjusting journal entries and/or budget adjustments.
- Monitors student activity accounts for positive balances.
- Works with personnel at various district sites to monitor their balances.
- Assists in the maintenance of the general ledger organization chart of accounts.
- Edits, posts, and creates the file to upload p-card transactions into the accounting software.
- Prepares the report of p-card transactions and other accounts payable transactions for the Board of Education review.
- Prepares various account analyses as directed.
- Recommends improvements to accounting processes to the Executive Director of Business Services.
- Assigns user access to the District's financial software and maintains employee access to the staff portal.
- Monitors daily cash flow.

**ESSENTIAL JOB DUTIES (cont'd)**

- Prepares quarterly and annual 941, 1099, unemployment, and related reports.
- Maintains bond and Certificate of Participation expenditure spreadsheets.
- Prepares, collects, and compiles statistical and other pertinent data from the District's financial software and other data sources as requested or needed.
- Assists in creating training materials and training staff in accounting policies and procedures.
- Assists in providing requested information to the external auditors for the annual audit.
- Provides peak load assistance and back up to other Business Services staff.
- Maintains confidentiality at all times.

**OTHER DUTIES AND RESPONSIBILITIES**

The Accountant may be called to perform other duties as assigned by the Executive Director of Business Services, Chief Financial Officer, or Superintendent.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

The Accountant shall be employed on a twelve-month basis with five weeks of vacation.

**EVALUATION**

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.