

Wentzville R-IV School District
Position Description
Locator: 3.27

Position Title: Accountant

Reports To: Director of Accounting

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 an Associate's degree. 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, School Information Systems Financial (SISFin), 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 preparation of district level budgets.
- 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 Director of Accounting.
- Assigns user access to SISFin and maintains employee access to the staff portal.

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- Prepares quarterly 941, 1097, unemployment, and related reports.
- Prepares monthly draw down of grant funds.
- Maintains bond and Certificate of Participation expenditure spreadsheets.
- Tracks hours for employees for compliance with the Affordable Care Act.
- Prepares, collects, and compiles statistical and other pertinent data from SISFin 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 Director of Accounting, 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 is not an exhaustive list of the duties performed for this position. The individual(s) currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year will be in accordance with current pay plan and district policy.

EVALUATION

Performance of the Accountant will be evaluated in accordance with provisions of the Board's policy on evaluation of support services personnel.