

JOB DESCRIPTION

POSITION TITLE: Staff Accountant	JOB CODE: 466A
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Accounting Services	WORK DAYS: Annual Administrative
REPORTS TO: Assistant Director, General Ledger	PAY GRADE: Rank E (NK05)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates and performs the recording of accounting activities related to District accounting transactions. Accurately analyzes, evaluates, and prepares reports relating to various financial activities to ensure they are in compliance with applicable laws and governmental accounting practices. Contributes to the calculation, and compilation of the Annual Comprehensive Financial Report (ACFR).	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree in Accounting required
2.	Certification/License Required: CPA preferred
3.	Experience: 3 years of accounting experience; governmental accounting experience preferred; supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; works independently; strong analytical ability; strong organization and computer skills, including MS Word and Excel, Adobe Professional, and Accounting Information Systems (AIS); strong understanding of accounting concepts and functions

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Prepares grant financial reports and provides support to CCSD Grant Administrators regarding the reporting of grant expenditures.
3.	Coordinates, analyzes, and prepares financial data for the annual financial audit and Government Audits.
4.	Conducts and attends appropriate training and organizational meetings to keep abreast of accounting practices; researches governmental accounting and reporting issues.
5.	Reviews and approves journal entries to be entered into the financial accounting software system, ensuring accuracy and reliability with supporting documentation.
6.	Works collaboratively with department staff on the calculation and compilation of the Annual Comprehensive Financial Report. Assists with any annual financial statement preparation, as needed.
7.	Reviews and approves receipts related to Accounts Receivable and General Billing transactions to ensure all District revenues are accurately recorded.
8.	Reviews and monitors procurement card (PCard) transactions to ensure compliance with the Procurement Card Manual and District purchasing policy.
9.	Reviews lease and subscription-based information technology arrangement transactions for compliance with GASB 87 and GASB 96 and prepare amortization calculations related to these transactions for the ACFR.
10.	Prepares various reconciliations, analysis, and reviews of financial and operational activities, as necessary.
11.	Serves as backup to the General Accountant and the Financial Accountant.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____