



EMPLOYEE NAME: _____

Created: 2/16 Revised: 6/18

JOB DESCRIPTION

POSITION TITLE: Capital Projects/Accounts Payable Accountant	JOB CODE: 466A
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Capital Project Accounting & Accounts Payable	WORK DAYS: 238
REPORTS TO: Director, Capital Project Accounting & Accounts Payable	PAY GRADE: Rank E (NK05)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates and performs the accounting activities for Capital Projects (SPLOST) Accounting and Accounts Payable for the District. Accurately analyzes, evaluates, and prepares reports related to SPLOST and Accounts Payable. Oversees the data integrity of the Vendor Maintenance System and the Accounts Payable vendor credit card and ePayables payment processes. Contributes to the calculation and compilation of the Comprehensive Annual Financial Report (CAFR).	

REQUIREMENTS:

1.	Educational Level: Bachelor of Business Administration Degree or Bachelor Degree in Accounting (Major)
2.	Certification/License Required: None
3.	Experience: 3 years of accounting experience; governmental accounting experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to work independently; strong analytical skills; strong organizational and interpersonal skills; strong computer skills, including MS Word and Excel, Adobe Professional, and Accounting Information Systems (AIS); strong understanding of accounting concepts and functions; experience in the development and monitoring of financial accounting software; experience with CGI Accounting Software or similar ERP Accounting Software; Microsoft Office

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 monthly SPLOST cash flow statements for Executive and SPLOST Management.
3.	Prepares the quarterly SPLOST report for presentation to the Board of Education.
4.	Analyzes Legal Fee expenditures and prepares monthly report for the Chief Financial Officer.
5.	Maintains the Vendor Maintenance system to ensure vendors are properly setup according to Internal Revenue Service regulations.
6.	Prepares monthly reconciliations of the Accounts Payable vendor credit card and ePayables Works System.
7.	Prepares the annual SPLOST CAFR schedules.
8.	Prepares expense accrual and Prepaid Expenses journal vouchers.
9.	Prepares and files the District's 1099s with the vendors and the Internal Revenue Service.
10.	Converts completed SPLOST projects from Construction in Progress to fixed assets and reconciles the SPLOST Fixed Asset System (FAST) to the General Ledger.
11.	Prepares the annual SPLOST pages for the Budget Document.
12.	Prepares quarterly expense allocations of SPLOST Program Management expenditures to the FAST system.
13.	Assists the Director, Capital Projects Accounting & Accounts Payable with special projects and analysis for the Chief Financial Officer including public Open Records Requests.

14.	Oversees the documentation of the department's written procedures manual.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____