



EMPLOYEE NAME: _____

Created: 7/14, Revised: 5/17; 6/18 :01/21;3/23

JOB DESCRIPTION

POSITION TITLE: General Accountant	JOB CODE: 466A
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Accounting Services	WORKDAYS: Annual Administrative
REPORTS TO: Director, Accounting Services	PAY GRADE: Rank E (NK05)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates and performs the accounting activities related to Federal, State, and Local Grants. Accurately analyzes, evaluates, and prepares reports relating to various grants to ensure they are compliant. Prepares the annual schedule of expenditures for Federal award. Contributes to the calculation, and compilation of the Annual Comprehensive Financial Report.	

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.	Ensures grants conform to all Federal, State and Local Grant deadlines.
3.	Produces Federal, State, and Local internal grant financial reports.
4.	Prepares grant financial reports and provides support to CCSD Grant Administrators regarding the reporting of grant expenditures.
5.	Coordinates, analyzes, and prepares all grant financial data for the annual financial audit and Federal Government Audits.
6.	Conducts and attends appropriate grant training and organizational grant meetings to keep abreast of accounting practice; research grant issues.
7.	Prepares the annual Schedule of Expenditures for Federal Awards as part of the external audit and the Comprehensive Annual Financial Report.
8.	Approves journal entries from other departments to be entered into the financial accounting software system, ensuring accuracy and reliability with supporting documentation.
9.	Works collaboratively with department staff on the calculation and compilation of the Annual Comprehensive Financial Report.
10.	Prepares the Georgia Department of Education form 0147 and monthly drawdowns as required.
11.	Serves as the backup for the Accounting Manager, P-Card and Expenditures, and the Financial Accounting Manager.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____