

Vail School District Job Description

Job Title: Accountant I
Department: Business Office
Reports To: Chief Financial Officer
FLSA Status: Non-exempt
Classification: Level 11
Revised: December 10, 2013

SUMMARY

The Accountant I will be responsible for the payroll, accounting, bank accounts, general fixed assets and general ledger reconciliation for the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Provides a moderately complex level of accounting services essential to the District's fiscal operations as directed by the Chief Financial Officer.

Assists with the fiscal management of State and Federal Grants, Intergovernmental Agreements (IGA) and Memorandum of Agreements (MOA), and submits required cash reports and completion reports to the appropriate agency.

Assists with reconciliation of monthly trial balance to the Pima County Schools office and prepares journal entries as necessary.

Prepares miscellaneous deposits on a regular basis and prepares deposit permits for transmittal to the Pima County Treasurer's office and the county schools office.

Posts deposits, sets up budgets, and posts manual checks to automated systems.

Creates and maintains accurate accounting records for student activity accounts, auxiliary fund accounts, tax credits, donations and food service accounts. Reconciles bank statements for these accounts.

Records, balances and reconciles payroll expenses and incorporates them into District's financial statements.

Assists in the management of the district's fixed assets, including stewardship.

The Incumbent will create a plan of development, with Supervisor approval, outlining steps for transition to the Accountant II position.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities

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to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or GED with Associate's or Bachelor's degree preferred. Proficient with computer applications and accounting programs. One year accounting experience required, preferably in the public sector. Knowledge of principles and practices of accounting required or any equivalent combination of related experience and/or training; or equivalent combination of education and experience as approved by the Chief Financial Officer.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others. Ability to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to interpret problems involving several concrete variables in standardized situations and highly technical information. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

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WORK ENVIRONMENT

Indoor. Office environment. Contact with employees, students and public. The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.