

Vail School District Job Description

Job Title: SENIOR ACCOUNTANT

Department: Business Office

Reports To: Chief Administrative Officer

FLSA Status: Exempt

Classification: Level 23

Updated: 4/22/2014

SUMMARY

The Senior Accountant performs complex accounting and auditing duties in assisting in the application, budgeting and maintenance of County, State & Federal Grants, creating budget reports and amendments as necessary; ensuring efficient use of financial resources; maintaining accurate account balances; evaluating feasibility of services within budget parameters; and providing financial information, guidance and recommendations to District leadership.

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.

- Receives, codes and records checks and cash in miscellaneous receipt ledger. Tracks payments and provides copies for appropriate departments on payments received. Assembles miscellaneous and tax credit deposits on a weekly basis, preparing the deposits for Armored Cash Vault Services. Prepares check for deposit at the Pima County Treasurer's office and posts deposit to the District General Ledger.
- Codes requisitions for grants and special funds. Inputs account codes for purchasing department, as needed.
- Collaborates with Project Directors in the preparation of grant applications, budgets, and filing amendments and completion reports.
- Requests grant payment reimbursements and draws online. Reconciles District General Ledger grant funds and special funds to Pima County Treasurer's Office Trial Balances on a monthly basis.
- Creates and posts Journal Entries to the General Ledger as needed and transmits Journal Entries to the Pima County Treasurer's Office.
- Provides support and clarification to the various sites and departments as needed concerning proper cash handling, correct procedures, etc. Makes site visits if helpful and necessary.
- Analyzes financial information for the purpose of identifying potential grant budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Prepares and files annual Statement of Assurances with the Arizona Department of Education and assures the Central Contractor Registration (CCR) is renewed on an annual basis.

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- Assembles and files the quarterly Medicaid Administrative Claiming (MAC) program, and Annual Medicaid Cost Report. Attends necessary Medicaid meetings and webinars to keep informed of updates and changes.
- Prepares and distributes Semi Annual Time and Effort Certifications for all federally-funded employees.
- Reconciles and reports District's fixed assets by fund and assigns "Construction in Progress" and completed projects to District Inventory and Fixed Asset Software.
- Imports fixed asset transactions from accounts payable, identifying equipment that needs to be labeled with District Asset Tag, personally tags equipment or requests the tagging be done at the school sites, follows up as necessary on tagging requests. Communicates with the Human Resources Department and Site Tech Coordinators in assuring the retaining of equipment upon employees' terminations or resignations.
- Performs inventory on assets purchased with federal funds on an annual basis. Administers the District Wide Inventory required every three years by working with Principals, STC's. Updates asset records in regards to condition, transfers, location and disposal.
- Organizes and submits District Disposals of Equipment to the Governing Board on a semi-monthly basis.
- Supervises assigned accounting staff to provide leadership, guidance, and ensuring quality job performance of those roles in the Business Office.
- Assists auditors for the purpose of providing requested supporting documentation, information on internal processes, and/or coordinating activities in support of the audit process.
- Develops special and regular financial reports to extract and summarize budget and financial data, as assigned.
- Participates in meetings, in-service trainings, workshops, committees, etc., as assigned or required to convey and/or gather information required to perform job functions.
- Provides in-service for district staff as needed.

CONTROL OR SUPERVISORY RESPONSIBILITIES

This position will supervise and direct assigned accounting staff and temporary employees working in the Business Office.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties 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 to perform the essential functions.

EDUCATION AND EXPERIENCE

Associates degree in business or related field or some college experience required. Bachelor's degree in Business or Public Administration specializing in accounting or finance is preferred. School district accounting or finance experience is desirable. Minimum four (4) years of

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increasingly responsible accounting, finance, and/or budget experience. Knowledge of advanced accounting principles, regulatory requirements, and functional financial systems. Any equivalent combination of related experience and/or training; or equivalent combination of education and experience may be approved by the Chief Administrative 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, 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.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs and charts.

REASONING ABILITY

Ability to research complex payroll issues and implement solutions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Gathers and analyzes information skillfully, developing alternate solutions. Uses reason when dealing with emotional topics and situations. Identifies and resolves problems in a timely manner. Ability to handle multiple priorities, tasks, and projects in a fast-paced environment. Ability to demonstrate knowledge and proficiency in working with computers and other types of technology.

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. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Work involves sitting for extended periods of time.

WORK ENVIRONMENT

Indoor. Office environment. Contact with employees, students and public. The noise level in the work environment is usually moderate.