

PLANO INDEPENDENT SCHOOL DISTRICT

Job Description

Job Title:	Accountant	Wage/Hour Status:	Exempt
Reports To:	Director of Accounting	Pay Range:	824
Dept./School:	Financial Services	Date Revised:	04/22/2021

Primary Purpose:

Perform professional accounting work involving compilation, consolidation, analysis and reporting of financial data. Work with an integrated automated financial accounting system; preparing journal entries, reconciling accounts and reporting. Work with all aspects of accounting data that must be continually updated in preparation for monthly and annual ledger closing. Reconcile bank statements; prepare and reconcile monthly investments; prepare tracking information for return bank items, reconcile and monitor grant accounts.

Qualifications:

Education/Certification:

Bachelor's degree in accounting, finance, business or related field

CPA certification (preferred)

Special Knowledge/Skills:

Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB)

Ability to analyze and interpret financial data

Ability to analyze and evaluate accounting problems, develop data, and recommend improved procedures

Knowledge of computerized accounting systems

Ability to use software to develop complex accounting reports, spreadsheets, and databases

Ability to work with numbers in an accurate and rapid manner

Effective organizational, communication and interpersonal skills

Experience:

Two to five years of accounting experience in a public school setting

Experience working with an integrated financial software system (TEAMS experience preferred)

Major Responsibilities and Duties:

Prepare and/or review monthly bank reconciliations and other monthly reconciliations

Job Title: Accountant

Maintain investment data, reconcile the investment statements to the general ledger and record the monthly interest earnings

Prepare the appropriate documentation for external auditors

Prepare and analyze monthly journal entries for month end close

Classify, record, and summarize numerical and financial data to compile and maintain financial records according to governmental accounting principles and district procedures

Compute and prepare data for journal entries

Review and verify accuracy of journal entries, accounting methods, and procedures

Prepare income statements, balance sheets, consolidated statements, and other statements and reports

Monitor and reconcile expenditures with budget availability

Set up and maintain account controls, logs, and files

Perform cost accounting activities, bank reconciliation, or accounting for grant expenditures

Submit monthly sales tax reports to the state

Record additions and retirements of fixed assets in the database; reconcile additions to the general ledger expenditures; calculate depreciation at year end

Work with administrators, principals, directors, and staff regarding budget and accounting issues

Prepare timely audit schedules and financial statements according to federal, state, and GASB standards

Compile, maintain, and file all reports, records, and other documents required, including auditable records and financial statements

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Computer, scanner, printer, copier, calculator

Working Conditions:**Mental Demands:**

Ability to communicate effectively (verbal and written); ability to work under pressure and meet established deadlines; ability to control emotions under stress

Physical Demands/Environmental Factors:

Occasional district wide and statewide travel; occasional prolonged and irregular hours; work with frequent interruptions; Frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds.

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Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved by: W. Noel McBee, Coordinator for Compensation **Date:** 04/22/2021 _____

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____

Date: _____