



# DUNCANVILLE ISD

*Writing success stories, one student at a time.*

**Job Title:** Accountant

**Wage/Hour Status:** Exempt

**Reports to:** Director of Accounting

**Pay Grade:** AM 2

**Dept./School:** Accounting

**Date Revised:** April 29, 2016

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## **Primary Purpose:**

Perform general accounting work relating to the preparation, administration, control and analysis of the district financial resources.

## **Qualifications:**

### **Education/Certification:**

Bachelor's degree in accounting or finance-related field

### **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 personal computer and software to develop complex accounting reports, spreadsheets, and databases
- Ability to work with numbers in an accurate and rapid manner
- Effective communication and interpersonal skills

### **Experience:**

- Two years accounting/finance experience at a high level of responsibility
- Two years school business /accounting experience preferred

## **Major Responsibilities and Duties:**

### **Accounting**

- Prepare reimbursement for Federal funds
- Maintain the general ledger and prepare and post journal entries
- Preparation of tax collection reports and reconciliations
- Monitor budget spending
- Preparation of monthly bank reconciliations for all bank accounts



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- Review bank deposits for appropriate account coding
- Review and reconcile vendor and payroll clearing accounts
- Review and verify accuracy of journal entries, accounting methods, and procedures
- Prepare monthly MAC and SHARS financial reports

## **Administration**

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

## **Records and Reports**

- Record, store, and analyze information using accounting software
- Prepare timely audit schedules and financial statements according to federal, state, and GASB standards
- Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records and financial statements
- Prepare monthly and annual financial statements and related budget reports
- Maintain 1099 information and file appropriate reports
- Other duties as assigned

## **Supervisory Responsibilities:**

None

## **Working Conditions:**

### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_