

# Cape Girardeau Public School District No. 63

## Job Description

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**Job Title:** District Accountant

**Terms of Employment:** 12 month contract; 240 days

**FLSA Status:** Exempt

**Reports To:** Assistant Superintendent, Administrative Services

### **Brief Description of Position:**

The District Accountant is responsible for performing a variety of complex and technical accounting duties in support of assigned District accounts and functions; maintain, review and adjust assigned accounts; process, record and audit various transactions; prepare and maintain a variety of manual and automated financial and statistical records, reports and statements.

### **Required Qualifications:**

- Bachelor's degree in Accounting
- A minimum of 3 years successful accounting experience in an education setting.
- Understanding of general principals and procedures related to fund accounting, bookkeeping, and fiscal record keeping related to public agencies and school districts.
- Experience working with federal, state, and/or local granting agencies.
- Excellent communication, time management, organization, and problem solving skills.
- Comprehensive fiscal knowledge, accounting support, and technical assistance.
- Experienced in supervising, public speaking, budgets, and fund accounting.
- Knowledgeable in microcomputer operations, software, and hardware.

### **Essential Duties and Responsibilities:**

- Maintain accounting and financial reports, statements, transactions, and records in accordance with applicable laws, statues, rules, regulations, and ordinances.
- Assist in the preparation and adjustment of budgetary accounts.
- Perform internal audits of various district accounts.
- Maintain journals, subsidiary ledgers, and other accounting records.
- Monitor, analyze, and/or review financial summary and detailed reports, Internal/external reports, documents, or records for accuracy, proper account and charges, coding, and compliance.
- Implement corrections and fund transfers, resolving discrepancies as necessary.
- Maintain banking files and reconciliations, submitting ACH, positive pay, and other required banking approvals.
- Work with the Assistant Superintendent, Administrative Services/Superintendent regarding accurate distribution of tax revenue, interest allocations, revenue anticipation notes, bonds, and outside investments.
- Serve as member of the audit committee, working with external auditors annually to complete district audit.
- Monitor purchasing activities for sites and programs, maintaining ledgers and verifying invoices.

- Serve as the district contact for billings, grants, and banking representative.
- Perform other duties as assigned by the Assistant Superintendent, Administrative Services.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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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 Board of Education and 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.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Resource Coordinator

Revised: August 1, 2013