

**CHAMBERS COUNTY BOARD OF EDUCATION  
JOB DESCRIPTION**

**STAFF ACCOUNTANT**

**QUALIFICATIONS:**

1. B.S. in Accounting or Finance required.
2. At least five (5) years accounting experience required.
3. Governmental accounting experience preferred.
4. Must meet the suitability criteria for employment and/or certification/licensure under the **Alabama Child Protection Act of 1999** and **Act No. 2002-457**.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**FLSA STATUS:** Non -Exempt

**SUPERVISED BY:** Chief School Financial Officer

**SUPERVISES:** designated bookkeepers or clerks

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Skill in administrative detail (evidence of high degree of skills in keyboarding and the use of general office machines).
2. Proficiency in technology programs such as Word, Excel, and PowerPoint.
3. Ability to keep business matters confidential.
4. Knowledge of or ability to quickly learn operations of the section or unit to which assigned.
5. Ability to perform complex arithmetic operations.
6. Ability to use excellent business English, grammar, spelling and punctuation.
7. Ability to communicate clearly and concisely, orally, in writing, and via e-mail and other electronic communications means.
8. Ability to establish and maintain effective working relationships with others.
9. Ability to work effectively under minimum supervision.
10. Ability to organize materials and maintain accurate records.
11. Ability to exercise tact, good judgment and initiative.
12. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

**JOB GOAL:**

To enhance the administration of the school system's business affairs by performing the accounting functions needed for budgetary control, revenue, distribution of expenditures, general ledger, accounts payable and accounts receivable

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**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Performs the treasury function for the school district and acts as the custodian of funds and received all monies belonging to the Board of Education, deposits same in banks designated by the Board.
2. Performs the internal audit function for the school district as directed by the Superintendent, Chief School Financial Officer, or Board of Education. Reports all significant issues to the Superintendent, Chief School Financial Officer, and Board of Education.
3. Assists in the preparation of the monthly and end-of-year financial statements.
4. Assists in the end-of-year closeout.
5. Assists in preparation for the annual audit by the Examiners of Public Accounts.
6. Coordinates bi-monthly General Fund check runs with designated clerks and bookkeepers. Coordinates offline checks as directed by the Chief School Financial Officer.
7. Assists other bookkeepers with maintaining check records on file for audit.
8. Takes leave time in accordance with Board policy and reports all absences in a timely manner.
9. Adheres to laws, regulations, rules and school system policies.
10. Maintains confidentiality regarding school/workplace matters.
11. Models and maintains high ethical standards.
12. Demonstrates initiative in the performance of assigned responsibilities.
13. Maintains expertise in assigned area to fulfill project goals and objectives.
14. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
15. Keeps supervisor informed of potential problems or unusual events.
16. Responds to inquiries and concerns in a timely manner.
17. Serves on school/system committees as required or appropriate.
18. Exhibits interpersonal skills to work as an effective team member.
19. Demonstrates support for the school system and its goals and priorities.
20. Demonstrates initiative in identifying potential problems or opportunities for improvement.
21. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.
22. Follows attendance, punctuality and proper dress rules.
23. Ensures school systems receive W-9 forms from vendors.
24. Prepares 1099 forms.
25. Traces errors and prepares journal entries to correct charges or credits posted to accounts.
26. Reconciles statements and accounts as directed.
27. Follows Bid Laws to prepare bids for purchases as directed.
28. Maintains a complete and system wide set of records for all vendor W-9 forms for Accounts Payable.

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**TERMS OF EMPLOYMENT:**

The terms of employment shall be in accordance with the provisions of the Board's salary schedule.

**EVALUATION:**

Performance evaluation shall be in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Date Approved: July 21, 2010

Date Revised: \_\_\_\_\_