

## SHELBY COUNTY SCHOOLS

**JOB TITLE:** STAFF ACCOUNTANT

**QUALIFICATIONS:**

1. Bachelor's degree with majors in Accounting or Finance required.
2. CPA, MBA, or MAC preferred.
3. Work experience in government accounting preferred.
4. Advanced knowledge in the use of business software required.
5. Professional oral and written communication skills required.
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**Job related Mental/Physical Demands and Environmental Factors:** Routinely required to communicate verbally and in writing. Moderate sitting, walking, standing, carrying, stooping, bending, kneeling, reaching lifting, pushing, and pulling. Work daily outside and inside in varying climates including hot, cold, dampness and humidity.

**REPORTS TO:** Supervisor of Finance and Accounting  
Payroll Supervisor  
Coordinator of Finance and Accounting

**JOB GOAL:** To perform business tasks for the Finance, Accounting and Payroll Departments.

### ESSENTIAL FUNCTIONS:

1. Participate in the day-to-day operations of the Finance, Accounting or Payroll Departments as assigned, as well as deliver services in a professional, efficient, and effective manner.
2. Record, analyze and process accounts payable, treasury, bids, payroll data, fixed assets and purchase orders.
3. Prepares reports and other data analysis for management or other department heads.
4. Practice Generally Accepted Accounting Principals, School Board policy, Accounting, Finance, and Payroll Department policy, State regulations and Federal regulations.
5. Assists Accounting, Finance, and Payroll management with annual reports and other regular accountability functions.
6. Maintain, create and prepare complex excel workbook assignment.
7. Assist Finance, Accounting, and Payroll management with special projects as assigned.
8. Prepare, analyze and process Federal and State Tax documents.
9. Prepare, analyze and process employee leave, benefits and other related documents.
10. Maintains and practice established internal controls.
11. Monitor for and report any misstatements or fraud to Finance and Accounting management.
12. Review and maintain files regularly and purge allowable documents.
13. Professionally assists vendors, employees and other stakeholders with accounting information as needed or required.
14. Maintain confidentiality of any school system related information and any sensitive employee information.

15. Regular and punctual in attendance.
16. Any other reasonable office related tasks assigned by supervisors.

**TERMS OF EMPLOYMENT:** Twelve-month contract. Salary based on Staff Accountant salary schedule. Exempt employee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy.

**SALARY:** \$42,398.04 - \$51,949.20

**INTERESTED PERSONS:** Complete the CLASSIFIED application at [www.alsde.edu/teachinalabama](http://www.alsde.edu/teachinalabama).