



## JEFFERSON COUNTY BOARD OF EDUCATION

### Job Title — Staff Accountant

**Supervisor:** Director/Assistant Director in assigned area of responsibility

**FLSA Status:** Non-Exempt

#### Job Goals:

- To provide accounting services to enhance the efficient and effective business operations of the Jefferson County School System.
- To provide accurate and timely record keeping and reporting of the financial transactions related to the school system's operations, programs, and services.

#### Minimum Qualifications:

1. Bachelor's degree with major in accounting or closely related field or two (2) or more years' experience in public school accounting or related field.
2. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
3. Knowledge of accounting, bookkeeping or fiscal procedures and guidelines and their application to basic accounting transactions.
4. Knowledge of computer software including spreadsheets and word processing.
5. Proficiency in oral and written communication skills.
6. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
7. Ability to work independently, make decisions and prioritize tasks to accomplish job responsibilities and assignments.
8. Ability to solve problems as a productive team member.
9. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
10. Ability to be punctual and in regular attendance.
11. Such alternatives to the above qualifications as the Board may require.

#### Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Maintains and reconciles a variety of ledgers, reports and account records; examines and corrects accounting transactions to ensure accuracy; prepares and posts journal entries.
3. Receipts funds received from various sources; posts receipts to subsidiary ledgers; and prepares bank deposits.

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4. Assists with the preparation of financial statements, income statements, and cost reports to reflect financial conditions of the school system as directed.
5. Performs monthly bank reconciliations.
6. Monitors and balances various accounts as assigned.
7. Assists in the processing of accounts payable in a timely manner as assigned.
8. Assists in vendor statement reconciliations; responds to inquiries from vendors regarding payments.
9. Prepares financial and payroll activity reports and statements as directed.
10. Reviews and records purchase orders for proper authorizations and maintains purchasing files.
11. Maintains the Board's fixed assets records.
12. Compiles budgets for the Chief School Financial Office as directed.
13. Coordinates with various departments in the district to ensure the accuracy of required budgetary and financial reports.
14. Participates in cross-training for any other types of accounting, payroll or other finance related duties and tasks as needed.
15. Attends training(s) to maintain current knowledge of assigned responsibilities and federal and state laws as directed by Supervisor.
16. Maintains the Federal Programs Alabama State Department of Education application site to include budget completion, fund application, and various calculations if required for area of assigned responsibility (e.g., Career Tech, Federal Programs) as directed.
17. Assists Chief School Financial Officer or designee as required in various accounting, finance, and business-related functions.
18. Assists staff in area(s) of assigned responsibility (e.g., Career Tech, Federal Programs, CNP) as required in various accounting, finance, and business-related functions.
19. Conducts training for schools on guidelines, procedures, and purchasing processes specific to area of assigned responsibility (e.g., Career Tech, Federal Programs, CNP) as needed.
20. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
21. Demonstrates initiative in identifying potential opportunities for improvement in areas of responsibility.
22. Responds to inquiries and requests in a timely and positive manner.
23. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
24. Properly uses equipment and material resources of the school system.
25. Uses effective collaboration skills to work as a productive team member.
26. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
27. Reports absences and takes leave in accordance with Board policies and procedures.
28. Performs any other job-related duties as assigned by Supervisor(s).

**Terms of Employment:** As established by the Board and applicable state law.

**Evaluation:** Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Jefferson County Board of Education reserves the right to amend the job description as needed.