

CLIFFSIDE PARK SCHOOL DISTRICT JOB DESCRIPTION FOR ACCOUNTANT

TITLE: Accountant

QUALIFICATIONS: Three Years experience in the field of Bookkeeping/Accounting

REPORTS TO: Business Administrator and Superintendent

TERMS: Full-Time, 7 hours per day/5 days per week

JOB GOAL: Assist and support the Business Administrator in administering the fiscal affairs of the district efficiently, expeditiously, and to the ultimate benefit of each individual student enrolled.

RESPONSIBILITIES INCLUDE:

1. Acts as general bookkeeper/accountant of the Board and preserves all accounts, vouchers, and contracts relating to the schools.
2. Examines and audits all accounts and demands against the Board
3. Verifies by affidavit every such account or demand, except for salaries, exceeding five dollars.
4. Records tuition, rental, and other monies due the Board, except monies apportioned by the federal, state, or local government.
5. Records all miscellaneous revenue collected and renders a monthly report to the Board Treasurer of the receipts during the preceding month.
6. Obtains the annual budget requirements for all departments and prepares preliminary budget estimates.
7. Reports monthly to the Board Treasurer the amount for which warrants have been drawn during the preceding month, the accounts against which the warrants have been drawn, and the balance to the credit of each account.
8. Makes a full and complete itemized report of the finances of the District to the Board Treasurer at the close of each school year.
9. May assist with the preparation of payroll, including deductions for withholding tax, pension, social security, Blue Cross, Blue Shield, major medical, life insurance, health insurance and such other required salary deductions.
10. May assist with the preparation of earning records, deduction records, and similar personnel payment records.
11. Arranges for audits of all accounts and records annually by an independent, certified public accountant selected by the Board.
12. Sets up and controls an encumbrance accounting system.
13. May assist with the preparation of accounts payable processes and procedures.

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14. Provides accounting services essential to the preparation, administration, supervision, and control of the budget.
15. Serves as account for regular budget and all federal, state, and private projects approved by the Board.
16. Under close supervision, performs preliminary and routine accounting work involved in auditing accounts.
17. Make routine inspections of varied financial transactions and records to ensure that concerned regulations and accounting procedures are observed.
18. May assist in compiling financial and other statements and reports using basic data.
19. Make preliminary investigations, examinations, and audits of book and financial records, and assists in the preparation of reports.
20. May assist in preparing routine accounting and statistical tabulations.
21. Performs preliminary work involved in auditing and recording expense invoices, and assists in the preparation of audits and edits, reports of cost, and other financial summaries and statements.
22. May assist in preparing routine accounting reports.
23. Maintain records and files.
24. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
25. Assists in ownership of QSAC Fiscal Audits.
26. Shall perform such duties or tasks as may be assigned by the Superintendent or Business Administrator.