

SCHOOL DISTRICT OF THE CHATHAMS

Business Office Operations

TITLE: DISTRICT ACCOUNTANT

QUALIFICATIONS:

1. Degree in Accounting preferred.
2. Minimum experience of five years in accounting/auditing.
3. Effective accounting skills and demonstrated computer proficiency and use of office equipment .
4. Good interpersonal and communication skills.
5. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: School Business Administrator

JOB GOAL: To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a complete and systematic set of records in the form prescribed by the commissioner of education of all financial transactions of the district.
2. Records detail of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
3. Summarizes and balances entries recorded in individual journals and ledgers, and transfers data to general ledgers.
4. Prepares financial statements, income statements, and cost reports to reflect financial condition of the district.
5. Traces errors and records adjustment to correct charges or credits posted to incorrect amounts.

6. Computes and records cash receipt summaries.
7. Reconciles cancelled payroll and accounts payable checks with bank statements and verifies bank balance with statements.
8. Prepares payroll agency disbursements, reconciliations and reporting.
9. Assists accounts payable personnel in properly encumbering and processing for payment, the purchase orders for the district.
10. Assists in the daily operation and monitors the work flow and accuracy of accounts payable personnel.
11. Monitors cash flow and assists the School Business Administrator in investing funds and preparing monthly reports. Compiles and records cash receipt summaries.
12. Maintains confidentiality of sensitive correspondence, records and information.
13. Performs other duties as assigned by the Superintendent or School Business Administrator.

TERMS OF

EMPLOYMENT: Benefits as outlines in Board confidential secretary agreement. Salary to be determined by the board based on experience and skill level.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified personnel.

APPROVAL DATE: _____1/10/11_____

Legal References:

N.J.S.A. 18A:6-7.1

Criminal history record

<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretarial and clerical employees
<u>N.J.S.A.</u> 18A:4-14, -14.1	Uniform system of bookkeeping for school districts
<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
<u>N.J.A.C.</u> 6A:23-2	Double-entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.