

**Job Title:** ACCOUNTANT ASSISTANT  
**Reports to:** Comptroller/ Director of Special Education/Director Federal & State Programs  
**Dept. /School:** Central Administration  
**Wage/Hour Status:** Non-Exempt  
**Date:** November 16, 2020

### **Primary Purpose**

Ensure the accuracy and reliability of accounting data and compliance reporting by overseeing the financial activity to include budgets and expenditures of special revenue funds, as well as encourage adherence to adopted policies, procedures and relation laws requirements. Provide instructions and/or accounting support to other personnel in accordance with established procedures.

## **QUALIFICATIONS**

### **Education/Certification**

One year of College and at least 8 to 12 Hours College Accounting

### **Special Knowledge/Skills**

Proficient in typing/word processing (minimum 35 WPM) and file maintenance skills

Knowledge of basic accounting procedures

Ability to use personal computer and software to develop spreadsheets and databases

Proficiency in use of calculator and office machines

Ability to communicate effectively

### **Experience**

Three years accounting experience, preferably in public education environment

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Responsible for the reconciliation of bank and investment accounts with the detail general ledgers. Prepare the interest earned for all investments journal vouchers. Monitor daily bank cash levels to maintain compliance with depository bank agreement. Communicate ACH deposits to appropriate personnel. Coordinate with Bank Depository Data Processing personnel to make inquiries and resolve discrepancies in account records. Maintain record of daily Petty Cash schedule.
2. Prepare all monthly, quarterly, semi-annual and annual financial reports required by state and federal agencies for any Special Revenue Fund except for the Food Service Fund. Communicate with Comptroller to ensure compliance and accuracy of all financial transactions in accordance with the awarded Notice of Grant Award. Manage and submit financial reports to TEA and other granting agencies. Prepare monthly schedule of revenue receipts and indirect costs per fund. Provide the program directors the opportunity to review the grant reports prior to submission to TEA.
3. Plans, organizes and coordinates the centralized accounting and financial reporting for assigned grant portfolio, including: Preparing annual and project budgets, forecasting revenue, estimating any carry-over funds from one year to the next. Coordinate with purchasing and accounts payables to ensure that all necessary accounts are processed prior to program end dates.
4. Develop and maintain appropriate financial records (file office copies of checks, requisitions, invoices, and purchase orders) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines. Prepare, monitor and remit monthly District sales tax payments to State Comptroller. Prepare monthly sales tax journal entries.
5. Assists state, federal, and independent auditors with financial audits of school district special revenue records. Reconciles special programs balance sheet accounts monthly, including accounts payable to detail list. Prepares journal entries (monthly and year-end) for special programs ledger. Continuously monitors budget reports, identifying significant variations, and reporting these to the Comptroller.

6. Assists with development and review of internal controls and standard operating procedures.

**Other**

7. Receive incoming calls, answer questions, and direct calls to the proper party.

8. Keep informed of and comply with state and district policies and regulations concerning primary job functions.

9. Perform other duties as assigned by supervisor.

10. Ensure the confidentiality and security of all financial files.

11. Demonstrate a positive and professional interpersonal relations with district personnel and outside agencies.

**Supervisory Responsibilities**

None

**EQUIPMENT USED**

Personal computer, printer, calculator, fax machine, telephone system and copier.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_