

**South Burlington School District  
Position Description**

**Job Title:** Accountant  
**Location:** Business Office  
**Job Group:** Non-Union Support Staff  
**Reports to:** Fiscal Coordinator

**Summary:** Under limited direction, performs specialized budgeting and accounting functions. Prepares financial statements and reports, reconciles financial statements, assists with audits of records and expenditures for compliance with Generally Accepted Accounting Principles (GAAP), Federal and State laws and regulations, and works with others to research and resolve accounting related problems.

**Essential Duties and Responsibilities:** *(Other duties may be assigned)*

1. Performs school specific budgeting and accounting functions including, but not limited to:
  - a. Reconciling District bank accounts, General Fund, School's Out, and special program checking accounts.
  - b. Compiling and analyzing financial information to prepare entries to general ledger accounts.
  - c. Verifying account information and data on all purchase order requisitions.
  - d. Analyzing financial information detailing assets, liabilities and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected financial position.
  - e. Preparing Federal and Agency of Education require quarterly financial forms related to grants and state/federal reimbursements (e.g., SDE 1.1's).
  - f. Establishing, modifying, documenting, and coordinating implementation of accounting control procedures.
  - g. Providing information on expenditures and revenues.
  - h. Assisting with annual audits
  - i. Reviewing and preparing budget and fiscal analysis, statements, and reports.
2. Provides customer service functions such as:
  - a. Assisting employees with questions about reimbursements, and other accounting questions.
3. Assists the Fiscal Coordinator with special projects.
4. Serves as back-up to Accounts Receivable position.
5. Analyzes financial information.
  - a. Provides financial reports to building level administration on a regular basis or as requested.
  - b. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
  - c. Prepares state, federal and district financial reports as directed.
6. Coordinates and documents procedures for the implementation of accounting controls and devises and implements systems to manage the daily general ledger accounting and accounts payables and receivables.

7. Prepares financial information.
  - a. Records cash receipts and implements system for banking such as, but not limited to: transferring district money in and out of accounts as authorized, reconciles District bank accounts.
  - b. Balances payroll and withholding accounts. Ensures that funds are available to pay checks presented for payment.
  - c. Prepare required governmental reports as required.
8. Serves as backup to other accounting positions as the need arises.
9. Performs other duties as may be assigned.

**General Responsibilities:** The ability to work in a collaborative team environment is essential to the employee's successful job performance.

**Qualification Requirements:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:** Associate's Degree in accounting or equivalent and two years payroll/employee benefit experience preferred.

**Language Skills:** Ability to read and interpret documents such as tax regulations, contracts, operating and maintenance instructions, and procedure manuals. Prepares routine reports, procedures, and correspondence. Must interact effectively with individuals and before groups of employees.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. A demonstrated ability to deal with problems involving several variables in standardized and non-standardized situations is essential.

**Other Skills and Abilities:** Ability to operate personal computer, use databases, and Microsoft software, especially spreadsheets. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all federal, state, and local regulations, District requirements and School Board policies.

**Physical Demands:** *The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations, as defined by the district, may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk, see, and hear. The employee is occasionally required to stand, walk, demonstrate manual dexterity, reach with hands and

arms to conduct tasks and operate office equipment such as computers, phones, copiers, and fax machines. The employee must occasionally lift and/or move up to thirty (30) pounds, such as payroll reports or cases of computer paper. Specific vision abilities required by this job include close vision and depth perception.

***Work Environment:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet. Position usually demands meeting deadlines with severe time constraints.

**Terms of Employment:** 12 month

**Evaluation:** Annually, by the Fiscal Coordinator

**Fair Labor Standards Act:** Not Exempt

**Date Accepted:** JAubin/11/2/17

*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*