



**POSITION DESCRIPTION**

<b>JOB TITLE: Accountant I</b> Job Class: 2500		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b>
<b>BARGAINING UNIT: ASC</b>		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Assists schools with preparation of monthly financial reports, train school secretaries and bookkeepers an assists Accounting Manager with preparation of monthly and annual accounting entries and reconciliations.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:  
 1) The reason the position exists is to perform that function,  
 2) No other employee is available to perform that function,  
 3) The function is highly specialized, and  
 4) Removing the function would fundamentally alter the job.

1. Monitor schools to ensure monthly financial reports and bank reconciliations are complete and timely.
2. Assists schools in preparation of missed reports, reconciliations and reimbursements.
3. Monitor cash levels at schools to that ensure reimbursement requests are timely.
4. Responds to questions regarding the School Accounting Manual.
5. Trains secretaries and bookkeepers on the use of IFAS (Integrated Finance and Accounting System) for purchase requisitions, direct pays, contracts, travel and fixed assets.
6. Conduct annual in services for secretaries and bookkeepers regarding beginning of year and end of year responsibilities.
7. Maintain MPS chart of accounts.
8. Analyze district accounts, perform account reconciliations, prepare journal entries and produce monthly financial reports.
9. Prepare year end closing, adjusting and reversing journal entries as well as supporting schedules.
10. Assist internal and external auditors as directed by supervisor.

11. Evaluates and documents current accounting procedures. Provides recommendations for improvement and assists with the re-engineering process.
12. Assists in the preparation of state financial reports and the Comprehensive Annual Financial Report.
13. Develops ad hoc revenue and expenditure reports as requested.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

**JOB 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Bachelors Degree in Accounting, Finance, Business Administration or related field from an accredited college.  
CPA Certification

**Experience Requirements**

Professional accounting experience and teaching or training experience

**Knowledge, Skills, and Abilities**

General knowledge of contemporary accounting theory, principles and practices. The ability to use a computerized accounting system and proficiency using spreadsheet software. Demonstrated mathematical abilities. Honesty and integrity. The ability to work in a self directed and well organized manner. Excellent oral communication skills. The ability to write clear and concise business letters and documents. Customer service oriented.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**

