



POSITION DESCRIPTION

JOB TITLE: Accountant II Job Class: 2505		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)		

Major Duties & Responsibilities: 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. Oversee expenditure payments for the Board of School Directors. Reconcile variances with vendors via telephone and personal contact.
2. Implementation of Location Costing and maintain budgetary control.
3. Supervise and direct general ledger including monthly financial reports.
4. Maintain the preparation of Financial Reports.
5. Actively supports the MPS Strategic Plan.
6. Performs other duties as assigned.

<p>SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)</p> <p>Fulfill duties, responsibilities and assignments with a minimum amount of supervision.</p>
<p>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.</p> <p>Accountant, Sr. Account Clerks and Office Support Staff.</p>
<p>JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each</p>

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.)

Degree in Business Administration with Accounting Major.

Experience Requirements

Minimum of three years of Governmental Accounting specifically School District Reporting.

Knowledge, Skills, and Abilities

Knowledge of uniform financial coding as required by the State of Wisconsin and the United States Government. Individual must demonstrate thorough understanding and operation of occupational safety laws, standards and principles, including OSHA. Ability to organize plans, coordinate, controls and follows through with risk management and safety programs and procedures.

Technology literacy and experience working with human resource information systems, databases and spreadsheets as well as knowledge of research methods, practices and related skills are also required.

The appropriate temperament to work with professional and technical personnel. Ability to proactively analyze, interpret and administer complex regulations and laws. Need for a creative, flexible thinker who is a quick study and responds well under pressure. An effective communicator who can easily and clearly explain complex safety and regulatory issues to varied audiences.

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.

General office environment, must be able to handle light lifting and occasional standing, bending.

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.