

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

ACCOUNTANT

DEFINITION:

Under the direction of the Business Administrator, perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records and statements; provide administrative support in the review, analysis and development of designated budgets, balances and accounts; prepare and audit a variety of financial, statistical and budgetary reports, statements and records; ensure overall fiscal policies, practices, and regulations are practiced; provide financial information, advice, and recommendations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare, audit and analyze a variety of financial, statistical and budgetary reports, statements and records related to income, expenditures, reconciliations, budgets and assigned accounting functions; assure financial activity of assigned accounts complies with applicable laws, codes, rules, regulations, policies, Generally Accepted Accounting principles, technical processes and procedures.
- Monitor expenditures against budget; research, compile, assemble and analyze various budget issues; compare expenditures with budget appropriations to determine variances for budget adjustments; analyze program and project costs and provide recommendations concerning budgetary allocations as assigned.
- Calculate, post, audit and adjust general journal entries; update accounts to reflect revenue and expenditures.
- Develop and implement reporting processes, procedures, and internal controls.
- Reconcile cash and accounts; develop and monitor cash collections, petty cash disbursement, and other accounting transactions.
- Assure accuracy, completeness of General Ledger, budget entry, and bank reconciliations.
- Complete statistical and fiscal data analysis and research; assist auditors with supporting documentation and information for internal processes.
- Collaborate and provide consultation to administrators, personnel and others concerning assigned accounting, financial and budgetary activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information.
- Implement and maintain the computerized financial information system; ensure software is tested for accuracy and functionality; troubleshoot accounting related software issues as directed; develop and conduct training for end-users.
- Manage surplus and asset management.
- Prepare, review and evaluate various financial documents and correspondence as assigned; assure mandated reports are completed and submitted to appropriate agency or personnel according to established time lines.
- Lead, train and provide work direction; assign, review, and monitor work assignments.
- Operate a variety of office equipment including a calculator, computer and assigned software.
- Attend and participate in various meetings, committees and trainings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in accounting or related field and one year of professional accounting experience performing varied financial analysis, record-keeping and report preparation duties.

Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- General accounting, business and auditing procedures of an educational organization.
- Budgeting practices regarding monitoring and control.
- Generally accepted accounting principles, practices, and procedures.
- Applicable laws, codes, regulations, policies and procedures.
- Cost accounting principles.
- Applicable software functionality and change management processes.
- Preparation and analysis of complex financial statements and reports.
- Preparation, review and control of assigned accounts.
- Database management.
- Financial and statistical record-keeping management techniques.
- Purchasing systems.
- Research and statistical evaluation techniques.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Mathematic calculations.

Ability to:

- Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records.
- Act independently with little direct supervision or guidance.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively, verbally and in writing.
- Prepare, manage and audit a variety of financial, statistical and budgetary reports, statements and records.
- Meet schedules and time lines.
- Lead, train and provide work direction.
- Compare numbers and detect errors efficiently.
- Reconcile, balance and audit assigned accounts and budgets.
- Establish and maintain cooperative and effective working relationships with others.
- Add, subtract, multiply and divide quickly and accurately.
- Operate standard office equipment including a computer and assigned software.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Repetitive hand/body motions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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