

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## ACCOUNTANT

### QUALIFICATIONS:

- Bachelor's Degree in Accounting
- Prior experience in school district payroll, bookkeeping, budgeting, and related computer operations, preferable
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant School Business Administrator

SUPERVISES: N/A

### PERFORMANCE RESPONSIBILITIES:

1. Perform and/or coordinate, in accordance with GAAP, all steps in the accounting cycle, which include but are not limited to:
  - Post original approved budget annually and budget adjustments as authorized.
  - Account for all source documents.
  - Reconcile all receipts and disbursements.
  - Post journal entries as required.
  - Prepare adjusting entries and closing entries.
2. Perform and/or coordinate the purchase order process and procedures, including, but not limited to, bids and quotes, maintenance of files and records, and compliance with New Jersey Public School Contracts Law.
3. Reconcile or coordinate the reconciliation, on a monthly basis, all bank and investment accounts.
4. Perform cost analysis of salary and benefit projections for negotiations.
5. Prepare employee salary and benefit projections for budget purposes.
6. Coordinate/assist all payroll functions, including all agency bookkeeping, quarterly reports and end of year financial reports.
7. Coordinate/manage the Cafeteria bookkeeping.
8. To be familiar with computer applications attributable to GAAP and other state and federal requirements or be willing to attend training sessions of same.
9. Prepare financial analysis work for the report of audit as designated by the School Business Administrator/Board Secretary.
10. Account for and document all grant funds that are due to the school district.
11. Coordinate/assist bookkeeping and accounting functions for Student Activities.
12. Coordinate/assist the posting and accounting maintenance of the District's fixed assets.
13. Perform other duties as assigned by the School Business Administrator/Board Secretary.

### TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

### EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

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## STATEMENTS OF AGREEMENT:

### Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

### Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 3/26/2007

Revised: 10/14/2020