

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Accountant

Department: District Office

Exempt Status: Exempt

Reports To: Director of Business Services

Date: December 22, 2016

Approval: Assistant Superintendent

JOB SUMMARY: Responsible for prompt processing and recording of all receipts, keeping complete and accurate records and the preparation of related reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

40% Accounts Receivable and Deposits

- A. Verify and record the receipts of all school district revenues into SMART.
- B. Responsible for proofing deposits from schools, proofing codes and amounts, setting up customer numbers.
- C. Check aging schedules for all accounts receivable invoices and match receipts with outstanding invoices.
- D. Create invoices where necessary (Advertising, TPI, etc.).
- E. Drop off all receipt deposits to the bank.
- F. Review the online payment system setup and reconcile the monthly receipts.
- G. Responsible for handling all problems associated with customers and accounts receivable.
- H. Responsible for following up on all NSF activity.
- I. Filing all receipts.
- J. Responsible for a good understanding of SMART Financial Program as it relates to accounts receivable and invoicing, for problem-solving within the school district, for maintaining a good working relationship with our SMART representative, and for communicating any changes or updates to the building/department secretaries, including instruction.

25% Accounting and Finance Functions

- A. Review and reconcile purchasing card transactions and statements.
- B. Calculate and record the monthly postage chargebacks.
- C. Collect and verify the monthly copier chargebacks.
- D. Prepare and send Prairie House invoices and tuition agreements to other school districts.
- E. Reconcile the health and dental insurance billing on a monthly basis.
- F. Responsible for tracking, billing, monitoring eligibility and complying with all governmental requirements for COBRA and retiree health programs.
- G. Reconcile the flexible spending accounts on a monthly basis.
- H. Coordinate all data associated with non-public school transportation requests.
- I. Processes nonpublic transportation contracts and reimbursements.
- J. Enters and processes journal entries.

15% Work Direction/Training

- A. Train other employees on the District's purchasing card website system.
- B. Train other employees on the District's online payment collection system.
- C. Explain proper UFARS coding requirements to staff.

10% Annual Local, State and Federal Reports

- A. Reports sales tax to the Minnesota Department of Revenue.
- B. Submits the first report of injury report for worker's compensation to the insurance company and completes reports according to OSHA guidelines.
- C. Collect and record the District's van mileage logs.

5% Backup Support

- A. Understands the Accounts Payable process to provide back-up during absences.
- B. Perform second review of Free and Reduced meal applications.

5% Professional Development

- A. Attend meetings, in-service and workshops as required.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Bachelor's degree in accounting or business.
- Coursework in accounting including accounts receivable and accounts payable.

Experience:

- Three years of accounting, accounts receivable, and accounts payable experience.
- Prior school accounting experience preferred.

Essential Skills Required to Perform the Work:

- Knowledge of office practices.
- Knowledge of computer programs/data processing.
- Knowledge of data management.
- Knowledge of UFARS.
- Knowledge of generally accepted accounting standards.
- Knowledge of state and federal reporting guidelines.
- Knowledge of records retention schedule.
- Proficiency in operating computer hardware and software applications.
- Good human relations skills.
- Project management skills.
- Ability to communicate effectively.
- Office organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line

- phone system, facsimile, postage meter.
- Proficiency or ability to learn various software applications.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other district employees.

Physical Job Requirements:

- Position requires regular periods of sitting at computer.
- Position involves occasional stooping.
- Position involves frequent repetitive motion in performing tasks.
- Position involves frequent fingering keys on word processing equipment and 10 key calculators.
- Position involves occasionally lifting up to 25 pounds.
- Position involves listening, speaking clearly and visual activity.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet deadlines.
- Position requires attention to detail and need for accuracy.
- Position requires basic proficiency in technology.
- Position requires multiple tasking while dealing with constant interruptions.
- Position requires courteous customer service relations.
- Position involves exercising confidentiality in handling School District information.
- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires working collaboratively with office and district staff to accomplish the goals of the district.

Working Conditions:

- Normal office conditions.
- May travel during work schedule.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Processes information accurately and efficiently in a timely manner that contributes to the effective and efficient operation of the office.
- Maintains accurate and up-to-date records to help ensure that the district properly meets financial requirements set by state and federal guidelines and district policies and procedures.
- Maintains confidentiality, security, and accuracy regarding all district records.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.