

Job Description

Title: District Accountant

Reports to: Accounting Manager

General Summary: Responsible for the accounting and reporting of all district grant funds including budgeting on the accounting software system and reviewing expenses and revenues. Also, responsible for completing the monthly reconciliations of the district's main checking account.

Essential Functions:

1. Maintains the accounting structure for the Grant Fund including adding and deleting accounts as necessary and communicating this structure with appropriate district personnel.
2. Prepares and enters budgets for district grant awards on the accounting software system and performs periodic adjustments as necessary throughout and between fiscal years.
3. Reviews grant expenditures and receipts for accuracy and perform necessary corrections through adjusting journal entries.
4. Reviews payroll distribution reports to ensure proper coding of grant related and special education salary and benefit expenditures.
5. Codes and verifies grant and special education receipts and prepares for entry on the accounting software system.
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Qualifications:

1. Education Level: Bachelor's degree in accounting and business administration preferred.
2. Certification or Licensure: None
3. Experience desired: Experience in school finance or related area with specialized knowledge of grant accounting.
4. Other requirements: None

Special Requirements: