

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	District Accountant	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Director of Business Services
EDUCATION:	Bachelor's degree in Accounting, Finance, Business or related field	FLSA Status: Exempt
LENGTH OF WORK YEAR:	Hours and days as specified on posting	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB QUALIFICATIONS:	<p>Some positions with the Klamath County School District require: a BS Degree from an accredited institution. Maintain all District financial records including general ledger, accounts payable, accounts receivable, bank statements, credit cards, cash and petty cash, and other documents as needed.</p> <p>Works with Director of Business Services on special projects. Advises Director regarding funding, project tracking, etc. Monitors and projects District's cash flows and make transfers as needed.</p> <p>Assist District schools in maintaining and monitoring each individual school's financial accounts and allocations by providing reports, guidance, and occasional formal training. Lead with audit preparation and fieldwork. Supervises accounts payable and grant accounting staff.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p>	

MINIMUM REQUIREMENTS:

- Knowledge of business English and Math, office management/workflow practices, and ability and willingness to work in teams.
- Demonstrates experience and/or education in computer (hardware and software) operations, including: word processing, presentation software, spreadsheet development, and databases.
- Ability to effectively utilize and operate a robust business management information system.
- Knowledge of fiscal and budget systems. Minimum 3 years' prior experience with payroll and general ledgers. Ability to be bonded. Ability to respect all confidential information.
- Ability to perform well under pressure (both time and quantity). Ability to work independently.
- Ability to maintain cooperative relationships and effectively communicate both orally and in writing.

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Maintains all District financial records including general ledger, accounts payable, accounts receivable, bank statements, credit cards, cash and petty cash, and other documents as needed
2. Performs monthly and annual reconciliations in a timely manner.
3. Supervise the Accounts Payable and Grants Accounting staff.
4. Monitors individual debt files and submits debt service payments.
5. Reviews and interfaces postings into general ledger from other departments, including payroll and warehouse.
6. Verifies payroll taxes and initiates payroll tax payments.
7. Accounts for all federal, state and local grants awarded to the District. Assigns fund numbers and work with grantor and grantees to fulfill reporting requirements. Responsible for submitting grant list for monthly Board approval.
8. Accurately completes Department of Education reports, fiscal and budget reports, and other district reports as requested.
9. Reviews Quarterly 941 and OQ Reports and compares to payments.

10. As Accounts Receivable Manager, reconciles and accounts for all transportation billings for bus shop, bills other A/R accounts, etc.
11. Prepares athletic allocation reports monthly/quarterly for athletic directors.
12. Verifies and reviews all school QuickBooks accounts and integrates into general ledger quarterly. Assists secretaries with accounting questions. Train new secretaries as needed.
13. Issues payroll vendor checks for garnishments, TSA's, and other benefits.
14. Imports warehouse inventory transactions into the general ledger monthly, bills outside vendors and tracks warehouse inventory accounts receivable to outside vendors.
15. Records all deposits and revenues to the District.
16. Takes the lead with audit preparation and fieldwork. Compiles approximately 65 "Provided by Client" items in preparation of audit fieldwork. Assists with audit analytics and prepares schedules for financial statements.
17. Project lead and administrator on the implementation of a credit card acceptance program for the district.
18. Procurement card administrator – responsible for the procurement card program including issuing cards, monitoring spending limits, payment to vendor.
19. Assists with budget preparation by compiling budget requests and entering into accounting system.
20. Ensures Federal ESSA (every student succeeds act) coding is utilized for expenditure tracking at each location as appropriate.
21. Performs other tasks as assigned by supervisor.
22. Regular attendance is an essential function of this position.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over 75 lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over 75 lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		

11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	x				
> 100 lbs.	x				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: Type of Surface: (i.e. level, carpet, tile):					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside 100 % of the time	/ Works Outside % of the time.
Temperature Extremes: No	
Works on or around moving machinery or mechanical parts: No	

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				x	
Twist			x		
Crouch/Squat			x		
Kneel			x		
Crawl		x			
Walk-Level Surface				x	
Walk-Uneven Surface		x			
Climb Steps				x	
Climb Ladder		x			
Work at Heights		x			
Reach at or Above Shoulder			x		
Reach Below Shoulder			x		
Use of Arms				x	
Use of Wrists				x	
Use of Hands				x	
Grasping/Squeezing			x		
Operate Foot Controls	x				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				x			
Standing				x			
Walking			x				
Change Positions			x				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

