



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Accountant

Scope: This position serves as support to the Business Manager. The main focus of this position will be the general accounting processes of the school district.

Certifications: Minimum two-year college degree, four year preferred, with emphasis on accounting, or equivalent school district experience.

Qualifications: Background should include experience in a double entry accounting system, reconciliations, financial analysis and reporting, and all aspects of payroll preparation and tax reporting. Must be proficient using accepted accounting software and have supervisory experience.

Responsible To: Business Manager

Supervisory Function: Payroll and Accounts Payable.

Classification: Exempt

Position Objective: To assist the Business Manager and other business office personnel in the punctual, accurate operation of the fiscal affairs of the district and the fair presentation of all financial reports.

Responsibilities:

1. Ensures that the accounting procedures for the district are carried out in compliance with all PDE regulations and financial reporting requirements, including the use of the current PDE chart of accounts. Ensures that all vouchers, purchase orders, and all other financial transactions are prepared using the appropriate account codes and internal control procedures. Prepares journal entry adjustments as needed for reclassifications and corrections.
2. Supervises payroll and accounts payable. Provides direction and assistance with setting up new insurance plans. Ensures compliance with new regulations and reporting requirements, such as all ACA reporting requirements.
3. Provides accounting services essential to the preparation, administration, supervision and control of the budget. Provides advance warning of potential over-expenditure of budgeted funds, including federal, state, and local grant funds. Provides regular budget reports to principals and other administrators throughout the year to assist them in controlling their budgets.
4. Analyzes General Fund cash receipts monthly. Monitors and adjusts all interfund transactions and requests interfund transfers as necessary.
5. Prepares all Child Accounting reports in accordance with all PDE regulations. Reviews attendance and membership information for accuracy before PIMS submissions; reviews preliminary and final Child Accounting reports on PIMS after submission, including information

provided to PIMS by other LEA's.

6. Responsible for tracking fixed assets.
7. Reconciles bank accounts monthly. Monitors all bank cash activity throughout the month.
8. Prepares all reports that are the result of the accounting function, including regular monthly, quarterly, and year end reports. Prepares and distributes accounting reports at other times during the year as requested by district administrators.
9. Provides information, answers questions and provides account analysis as needed for district administrators and other staff.
10. Administers all activities involved with the Free and Reduced Meals program, including distribution, processing and reporting of F&R application status. Prepares all required PDE Division of Food and Nutrition reports and processes.
11. Recommends changes and improvements as needed.
12. Prepares fiscal year end reconciliations, accruals, adjustments, and closing procedures. Works with external auditors, providing them with information as needed, and prepares Financial Statements in accordance with Governmental Accounting Standards Boards Statements.
13. Prepares and submits Annual Financial Report.
14. Other duties as assigned.

Placement: Act 93 Administrator

Terms of Employment: 12 months

Evaluation: Annually by the Business Manager