

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Accountant

QUALIFICATIONS:

1. **Education/Certification:** Associate degree in accounting or Business Administration with emphasis on accounting or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:**
 - a. Experience in computerized accounting systems, spreadsheets and word processing.
 - b. Ability to understand financial accounting issues and perform complex financial calculations.
 - c. Ability to work independently with a high degree of accuracy and organization.
 - d. Must be team oriented with excellent interpersonal and communication skills.
 - e. Must be willing to participate in ongoing in-service training as requested.
 - f. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: School Department Business Manager/Municipal Comptroller

JOB GOAL: To assist in the administration of the school and town's business affairs so as to provide the maximum services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Reconciles all general ledger accounts to the trial balance and facilitates the month end closing process.
2. Prepares invoices and check requests for payment, verifying that funds are available by tracking account balances.
3. Schedules invoices for payment following designated procedures.
4. Enters detail information in computerized accounting system to generate warrant.
5. Processes accounts payable checks and accompanying reports for Town Council and School Board approval.
6. Maintains files on all vendors and resolves billing issues with vendors.
7. Performs direct entries as requested and post to general ledger.

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Accountant (continued)

8. Performs month end, calendar end and fiscal year end procedures on computerized accounting system.
9. Prepares monthly reports for department heads.
10. Prepares necessary reports as requested.
11. Reconciles monthly bank statements as requested, directed, and/or required.
12. Assists in the preparation and development of the annual budget as requested, directed and/or required.
13. Responsible for School Department accounts receivable.
14. Enters and tracks fixed assets in the computerized accounting system. Generating reports as requested, directed, and/or required.
15. Monitors grant activity and cash flow reports.
16. Assists auditors in preparation of year-end audit.
17. Other duties may include support of payroll and human resources activities, and assist on special accounting projects as needed.
18. Performs other duties as assigned by the School Department Business Manager/Municipal Comptroller and Superintendent.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

Willingness and ability to work with others, to share and cross-train in order to promote the concept of 'teaming' and 'a team approach' in order to meet the needs of the office.

TERMS OF EMPLOYMENT:

8 hours per day/260 days per year

Compensation in accordance with recommendations established by the Superintendent of Schools and Business Manager.

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EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Business Manager will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: December 11, 2007