

WAUNAKEE COMMUNITY SCHOOL DISTRICT

ACCOUNTING SPECIALIST

Job Description

QUALIFICATIONS:

1. High school diploma (additional related training desirable but not required). Previous public accounting experience beneficial.
2. Working knowledge of an accounting system, Skyward experience preferred.
3. Organizational skills and proficiency in oral and written communication skills.
4. Ability to operate office equipment such as computer, copier, fax machine, and calculator.
5. Knowledge of software applications, such as e-mail, word processing, spreadsheets, and database management currently used in the District.
6. Ability to assume responsibility, display initiative, and exercise good judgment.
7. Ability to perform duties of a sensitive and confidential nature.

REPORTS TO: Business Manager

GENERAL RESPONSIBILITIES:

Performs accounting support necessary to accomplish objectives established by the Business Manager. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handles confidential matters relating to students, vendors, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

1. Process invoices and purchase orders relating to referendum funds. Prepare accounts payable for district referendum funds.
2. Complete bank reconciliations for referendum accounts.
3. Deposit and record receipts for moneys received for referendum accounts.
4. Review and approve purchases made by administrators.
5. Review and approve journal entries for all buildings/departments.
6. Prepare journal entries for Business Manager.
7. Audit purchase orders to check for compliance with Board of Education policy.
8. Analyze and evaluate purchasing options available to the District.
9. Identify options for cost savings to the District.
10. Prepare reports for Business Manager and Board of Education.
11. Audit preparation.
12. Review grant claims prior to final submission.
13. State reporting, including student count, annual report, annual special education report, annual transportation report, census report and budget reports.
14. Attendance at financial software and school accounting conferences/workshops.
15. Organize and maintain an efficient office.
16. Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

1. Perform other responsibilities as assigned by the Business Manager.
2. Promote a positive image of the District at all times.

Adopted: _____
December 2014