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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_

Future Action \_\_\_\_\_

Action   X   \_\_\_\_\_

Item: Request of additional positions – Staff Accountants, Business Office

Submitted by: Dennis Baine

Date:   05/08/23  

Recommended by: Kevin Philipps

Board Meeting Date:   05/15/23  

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### **RECOMMENDATION:**

It is recommended the Kent ISD board approve the following additional business office positions. Both positions will be 260 day classified staff positions.

- Staff accountant, benefits
- Staff accountant, accounts payable and grants

### **BACKGROUND:**

Kent ISD has experienced a large amount of growth the past few years in terms of the number of employees; the number and scope of grants; and services provided to local districts. These positions are recommended to keep pace with this growth and continue to provide a high level of customer service including service to employees.

The benefits position is focused on providing benefits administration and also will assist in other areas of the payroll department as necessary.

The accounts payable position is focused on assisting the budget and grants supervisor with grant administration and also providing accounts payable services to local districts within the county. This position will also assist in other areas of the business office as necessary.



**Job Title:** Staff Accountant, Accounts Payable & Grants

**Classification:** Classified, full-time, year round

**Reports to and**

**Evaluated by:** Grants & Budget Supervisor

**Terms of**

**Employment:** Twelve-month position subject to all rules and regulations covering Classified Personnel

**Supervises:** None

Responsible for processing accounting transactions, compiling financial reports, maintaining accurate records for documentation and control.

**Job Qualifications:**

1. Bachelor's degree in accounting/finance preferred or associates degree with commensurate experience.
2. Proficient at Microsoft Excel and knowledge of other Microsoft Suite products and computerized accounting systems.
3. Familiarity with school fund accounting procedures and systems preferred.
4. Familiar with General Accepted Accounting Procedures (GAAP)
5. Broad knowledge of organization operations, policies, and procedures.
6. Must possess a positive attitude and interpersonal skills to clearly communicate to both internal and external stakeholders both verbally and in writing.
7. High level of organizational and problem solving skills with the ability to prioritize and work independently with confidentiality, trust, and accuracy.
8. Predictable and reliable attendance, essential.
9. Ability to adapt and respond to multiple priorities and demands, adapt to interruptions, work on several projects at the same time, work on tasks requiring accuracy and attention to detail, and handle pressures related to multiple deadlines.
10. Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.

**Duties and Responsibilities:**

*Accounts Payable:*

1. Sort and match invoices to purchase orders.
2. Review invoices for account number accuracy and obtain signature approvals.
3. Distribute incoming invoices and statements to appropriate staff, when received by the business office.
4. Ensure timely and accurate entry of all payments in the financial accounting system, Munis.
5. Balance accounts payable checks against financial system reports. Run accounts payable checks and prepare checks for mailing.
6. Maintain positive communications with vendors and inform departments of all payment discrepancies. Resolve discrepancies and respond to vendor inquiries regarding payment status.
7. Creates disbursement and investment reports for Board of Education.
8. Track outstanding checks on at least a quarterly basis.
9. Responsible for the processing and filing of 1099's for year-end tax reporting.

*Grant Administration:*

1. Assist with grant monitoring and grant expenditure tracking.
2. Process monthly flow through reimbursements payments to subrecipients.
3. Process various monthly grant reports and invoices.
4. Assist with preparing and entering indirect journal entries.
5. Prepare monthly grant payroll history transfers.
6. At year end, prepare the SEFA to subrecipients
7. Distribute, obtain signatures for, and track annual federal contracts.

*Other:*

1. Processes district employee reimbursements.
2. Completes year end audit tasks including accounts payable, due to other governments accrual reconciliations and entries, and assisting with other schedules and reports.
3. Provides backup for accounts payable accounting clerk and other areas as necessary.
4. Performs tasks and projects as requested by Grants & Budget Coordinator and the Director of Fiscal Services.

Salary: Grade 5, Step 1-7, commensurate with experience.