



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **STAFF ACCOUNTANT**

#### **QUALIFICATIONS:**

1. Graduated from an accredited college or university with a Bachelors degree, including or supplemented by twenty-one (21) semester credit hours in professional accounting courses, which may include courses in municipal and government accounting.
2. Two (2) years of professional accounting or auditing experience.
3. Knowledge of GAAP accounting and New Jersey rules and regulations governing school districts.
4. Understanding of automated accounting systems.
5. Solid working knowledge of Microsoft Office products, including but not limited to, Microsoft Excel, Microsoft Word and Microsoft Access.
6. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
7. Such alternatives to the above qualifications as the Board may find appropriate and/or acceptable.

**REPORTS TO:** Assistant Business Administrator/Assistant Board Secretary.

**JOB GOAL:** This position is responsible for general ledger accounting, budgetary reporting, grant accounting and reporting, cash management, reconciling all bank accounts, fixed asset accounting, long-term debt accounting and debt management, banking oversight, accounts receivable and assist in the Comprehensive Annual Financial Report (CAFR) and negotiations preparation.

#### **PERFORMANCE DUTIES:**

1. Work Performance
  - a. General ledger accounting and maintenance in accordance with regulatory requirements.
  - b. Reconciles intergovernmental and intra-governmental fund activity.
  - c. Reconciles payroll expenditures with the general ledger system.

- d. Reconciles and/or reviews all district bank accounts and ensures agreement with the general ledger. Promptly investigates irregularities and recommends corrective measures to protect the district's financial interests.
- e. Monitors student activity fund accounts, school athletic fund account, food service account, and enterprise fund account activities.
- f. Coordinates activities with the Treasurer of School monies to ensure accurate and timely reconciliation of the monthly treasurer's report.
- g. Performs accounting for fixed assets, including depreciation, in accordance with GASB 34.
- h. Performs accounting for all district debt.
- i. Analyzes and prepares related documentation as required.
- j. Assists in the preparation of the district's Comprehensive Annual Financial Report (CAFR).
- k. Performs all banking deposit and cash transfer responsibilities over all funds, with the exception of food service operations, enterprise and student activity funds.
- l. Oversees the district's accounts receivable functions.
- m. Establishes grant budgets within the accounting system.
- n. Monitors grant expenditures, ensuring appropriate expenditures are applied to special funds.
- o. Works closely with administrators to ensure the utilization of grant monies is maximized.
- p. Assists administrators in preparing original and carryover grant budgets.
- q. Keeps informed of federal and state grant regulations and requirements, including those promulgated under EDGAR, to ensure district compliance.
- r. Provides ongoing technical support and turnkey training of appropriate financial systems to district users.
- s. Maintains confidentiality and integrity of all data/information accessed while performing the duties of the position.
- t. Responsible for Facility Use scheduling within School Dudes software program and resultant billing and collection.
- u. Prepares documentation and other resources as may be requested by the Business Administrator/Board Secretary or designee for contract negotiations.

## 2. School and Community Relations

- a. Works cooperatively with other units within the department and other district staff.
- b. Establishes and maintains open and regular communications with administrators and staff throughout the district.
- c. Keeps the Assistant Business Administrator/Assistant Board Secretary informed about his/her activities and accomplishments.

## 3. Professional Improvement

- a. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures and budget allocations.
- b. Conducts training sessions for district personnel on the use, maintenance and (simple) troubleshooting of appropriate financial systems or other relevant topics when necessary.

4. Other Assigned Tasks

- a. Performs such other duties and assumes such other tasks as may be assigned by the Assistant Business Administrator/Assistant Board Secretary or designee.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary as established by the Holmdel Township Board of Education.

**EVALUATION:** Performance will be evaluated in accordance with the provision of the Board's policy on the Evaluation of Non-certified Personnel.

**SOURCE:** Regular Board Meeting

**DATE:** June 15, 2011