

## ACCOUNTANT – SCHOOL DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of accounting, auditing, budgeting, and related record keeping duties in a school district. Duties may include assisting in preparation and maintenance of the annual school district budget, as well as assisting in some aspects of investment of school funds. Work is performed under general direction of the School Business Administrator or other administrative person, with wide leeway for carrying out job duties.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Establishes and maintains accounting records and procedures to conform to district policy, state and federal requirements;

May plan, supervise, and oversee the work of clerical and account clerical staff engaged in accounting, bookkeeping, and payroll procedures for the school district;

Keeps ledger and journal accounts, takes trial balances, and reconciles bank statements or accounts;

Provides cash flow data to the Business Administrator and School Board to assist in making investment and borrowing decisions;

Keeps records of receipts and expenditures;

Prepares financial and statistical reports;

Prepares or assists in preparing the school district budget, payrolls, and other business reports;

Monitors balances in all school reports to determine overdrawn accounts, accounts with excess balances, etc.;

Periodically reconciles accounts;

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Provides information for the District Treasurer, Tax Collector, or other persons with fiduciary duties to assist them in carrying out their responsibilities;

#### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of current accounting, fiscal, and auditing procedures and techniques, through knowledge of fund accounting, budgeting , and appropriations practices; thorough knowledge of business arithmetic; good knowledge of office terminology, procedures, and equipment; ability to accurately prepare complex financial reports and statements; and ability to get along well with others.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting or business, or a related field, and one year of accounting experience or auditing experience.

NOTE: Some districts may require specific payroll software experience.

**NOTE**: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Reviewed and placed in SC Personnel Classplan:  
Replaced in SC Personnel Classplan:02-10-21  
Revised and Replaced in Classplan: 10/3/2022  
Revised and Replaced in Classplan: 9/27/2024 (Edu)

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Originated:  
Jurisdictional Class:  
Public Hearing:  
NYS Civil Service Commission Approval:  
NYS Civil Service Commission Approval: