



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Accountant**
 Job Family: **Finance**
 Prepared/Revised Date: **March 1, 2018**

FLSA Status: **Exempt**
 Pay Range: **FN75Y**
 Job Code: **32002**

SUMMARY: Perform highly technical functions, provide customer support, and assist with process management in at least one of the department focus areas: 1) systems accounting (daily banking activity, accounts payable, cash receipts, accounts receivable, systems reconciliations, etc.), 2) grant and fund accounting and reporting or 3) assistance and support to the schools, sites and departments that process financial transactions throughout the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Monitors, reconciles and balances GL accounts, subsystems (e.g accounts receivable, accounts payable, warehouse and capital assets), grant accounts and processes financial transactions and allocations.	D	20%
2. Participates in planning, organizing, and maintaining Finance Department operations including monitoring and developing internal departmental procedures	D	14%
3. Monitors compliance with Federal, State and local laws, regulations, governmental accounting standards, and complies with reporting and legal requirements.	D	10%
4. Provides customer assistance to various District programs and departments regarding financial activity.	D	10%
5. Performs key tasks related to District fund (general, special revenue, fiduciary, internal service, capital projects, debt service, etc.) accounting and budget activity; includes journal entry preparation and performing monthly and year-end processes.	D	10%
6. Prepares necessary financial statements/reports for all funds as required by local, state, and federal governmental agencies and other entities including the District's Comprehensive Annual Financial Report and Annual Budget.	D	10%
7. Prepares spreadsheets and other documents as necessary to enable analysis for all aspects of the District's financial records.	D	10%
8. Provides input on design and implementation of District-wide accounting and compliance guidelines and procedures, internal controls, financial computer systems, program customization, financial system reports, etc.	D	5%
9. Provides training and guidance to Finance Department, District and school site support staff that process financial transactions.	D	4%
10. Attend work and arrive in a timely manner.	D	1%
11. Works with external entities, e.g. governmental agencies, auditors, financial institutions, vendors, etc.	M	5%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in accounting, finance or business administration
- Three years or more of related experience

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- CPA preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of general accounting practices
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, 10-key calculators, etc.
- Operating knowledge of integrated financial management systems; BusinessPLUS preferred

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance		X		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	