



# TRITON REGIONAL SCHOOL DISTRICT

*Respect, Integrity, and Excellence for All*

**POSITION:** *District Accountant*

**PURPOSE OF POSITION:**

To administer the accounting affairs of the district in such a way as to provide the best fiscal controls and accuracy in reporting

**REPORTS TO:** *School Business Administrator*

**PERFORMANCE RESPONSIBILITIES:**

1. Reviews and posts all transactions to the general ledger
2. Establishes and maintains revenue and expenditure accounts for the General Fund and all other funds
3. Initiates and posts all budgetary and adjusting journal entries
4. Maintains a general journal for both budgetary and adjusting journal entries
5. Reconciles cash, appropriations and fund balances (i.e. special revenue, capital projects, etc.) with the appropriate personnel monthly
6. Verifies that all other asset and liability accounts are properly stated
7. Maintains grants and revolving funds, including setting up funding agency as accounts receivable vendor, establishing new accounts and grant expenditure reports, verifying budget amounts with grant manager, and preparing periodic requests for release of funds from the funding agency
8. Monitors and reconciles all accounts monthly:
  - Reviews account detail to ensure all expenditures charged to each account are appropriate. Documents and posts all adjustments needed to maintain the integrity of the accounts
  - Reviews account detail to ensure that all revenue posted to each account is appropriate. Documents and posts all adjustments needed to maintain the integrity of the accounts
  - Reviews and reconcile all liability accounts
  - Executes all properly authorized line item transfers
  - Reconciles cash accounts on the general ledger with the treasurer
9. Maintains financial records in accordance with district, state, and federal policies and requirements
10. Oversees accounting records and filing system
11. Prepares financial reports as requested by the School Business Administrator

12. Notifies the School Business Administrator when it appears that an appropriation has been expended or is likely to be overdrawn
13. Generates and prepares accounts payable warrants twice monthly which involves comparing and matching documentation prior to authorizing payment (i.e. match PO to packing slip and invoice, check systems and statements for prior payment, etc.) and contacting staff as needed to confirm receipt of goods/services
14. Prepares and distributes financial reports at close of each payables warrant to the School Committee Finance Subcommittee
15. Issues and mails payable checks following approval of warrants. Handles inquiries from vendors seeking information on payment status, tax-exempt questions, and other inquiries
16. Prepares DOE EOY Report; schedules for annual audits (as required by independent audit firm); expenditure reports and fund balance reports for SBA; calculates E&D balance for state report; and all other reports and schedules as requested
17. Performs such other tasks as may be assigned from time to time by the Superintendent of Schools or his/her designee

#### **QUALIFICATIONS:**

1. A minimum of 3 years' experience in accounts payable and book-keeping
2. A minimum of a Bachelor's Degree from an accredited college or university
3. Massachusetts Municipal Accounting Certification preferred
4. Strong Computer Skills
5. Strong Accounting Skills
6. Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable

#### **ATTRIBUTES:**

- Committed to the core values of the district
- An unwavering commitment to student success
- Leadership and resource management skills
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

**TERMS OF EMPLOYMENT:**

- Annual Work Schedule: 260 Days
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

**HIRING RANGE:** \$65,000 - \$85,000

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional School Support Personnel