



Job Title: **Accountant / Auditor**

Department: **Accounting**

Supervisor: **Director of Accounting**

Lane Placement: **ESP Lane 16**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 1**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the guidance of the Director of Accounting, Auditing and Budgeting, the Accountant/Auditor maintains the General Ledger, reconciles monthly bank statements, audits State and Federal programs, audits school accounts, audits petty cash funds, audits warehouses, performs special audits, assists in budget development, assists in external audit, and assists in report preparation. Incumbent prepares and reviews RFP's and performs special investigations and reviews for district officials. Incumbent must meet specific deadlines and will be responsible to supervise and train accounts payable clerks and school secretaries regarding financial matters.

ESSENTIAL FUNCTIONS

As Accountant:

- Maintains the District General Ledger ensuring its accuracy and integrity.
- Reconciles the District's monthly bank statements and works with financial institutions to ensure accuracy.
- Assists Business Administrator and Director of Accounting, Budgets and Auditing with the preparation of the District's annual budget and the Comprehensive Annual Financial Report.
- Assists in activating district fiscal control procedures. Assists in the preparation of federal and state reports.

As Internal Auditor:

- Audits federal, state and selected local programs annually.
- Audits school accounts, petty cash funds and the purchases and disbursements of all warehouses annually.
- Submits a written report on each audit to the Business Administrator and Director of Accounting, Budgets and Auditing.
- Performs special internal audits, investigations and reviews at the request of the Superintendent of Schools, Business Administrator, Director of Accounting, Auditing and Budgeting and Board of Education.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
 - Requires a B.S. Degree in accounting from an appropriately accredited institution or equivalent.
 - Must be a Certified Public Accountant.
 - Master's Degree in Accounting preferred.
 - Requires advanced accounting skills.
 - Requires ability to analyze detailed financial information and evaluate adherence to sound accounting practices and applicable policies.
 - Requires ability to communicate orally and in writing in a clear and concise manner.
 - Requires well developed analytical skills.
 - Requires ability to work effectively with others in circumstances that may include some stress.
 - Requires advanced competency in the use of microcomputer based programs including spreadsheets, databases, and word processing.
- Requires a minimum five years prior work related job experience with demonstrated competence.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/8/2020