

Masconomet Regional School District

WORK PERFORMANCE STANDARDS

POSITION TITLE: Accountant
DATE OF WPS: May 2019
SALARY RANGE: \$68,000-78,000
WORK HOURS: Full time, year round, typically 8:30AM to 5:00PM
QUALIFICATIONS:

Bachelors Degree in Accounting
Minimum of five years experience in fund accounting
Two years of municipal accounting experience preferred, additional years of experience can be substituted for degree level
Supervisory experience preferred
Massachusetts Municipal Accountant certification preferred
Experience with computerized accounting systems
Excellent oral and written communication skills
Strong organizational skills and can plan and anticipate next steps
Ability to multi-task, detail oriented, and deadline conscientious
Customer service oriented with the ability to handle complaints, answer questions and resolve disputes in a professional courteous, helpful manner
Works well in a team environment

OBJECTIVE:

To perform all the duties and responsibilities associated with accounting, purchasing, student activity funds, and the food service program for the school district in compliance with all state, federal, district, GAAP, and GASB requirements.

DESCRIPTION OF DUTIES:

I. Accounting

A. Administrator of accounting system, which includes:

- 1) Review and post all transactions to the general ledger.
- 2) Establish and maintain revenue and expenditure accounts for all funds.
- 3) Initiate and post all budgetary and adjusting journal entries.
- 4) Maintain a general journal for both budgetary and adjusting journal entries.
- 5) Reconciling cash, appropriations and fund balances (i.e. special revenue, capital projects, student activity funds, etc.) with the appropriate personnel monthly.
- 6) Verifying that all other asset and liability accounts are properly stated.
- 7) Monitor and reconcile all accounts monthly:

- a. Review account detail to ensure all expenditures charged to each account are appropriate. Document and post all adjustments needed to maintain the integrity of the accounts.
 - b. Review account detail to ensure that all revenue posted to each account is appropriate. Document and post all adjustments needed to maintain the integrity of the accounts.
 - c. Review and reconcile all liability accounts.
 - d. Execute all properly authorized line item transfers (bi-weekly).
 - e. Reconcile cash accounts on the general ledger to the cashbook.
 - f. Review and approval all warrants prior to submission to the school committee
- B. Oversees the accounting and bookkeeping functions for all District programs, including but not limited to: student activities, the bookstore, the cafeteria, the summer school, capital projects, and other regular and special programs as may be developed from time to time.
- C. Maintains financial records in accordance with district, state, and federal policies and requirements.
- D. Oversight of accounting records and filing system.
- E. Prepares DOE EOY Report; schedules for annual audits (as required by independent audit firm); bi-monthly budget-to-actual revenue and expenditure reports and fund balance reports for Assistant Superintendent for Finance and Operations calculate E&D balance for state report; and all other reports and schedules as requested.
- F. Audit oversight

II. Purchase Orders, Vouchers & Warrants

- A. Validates PO's for compliance with procurement laws, vendors, account codes, balances, and appropriation authorization.
- B. Oversees the timely placement of orders once PO's have been properly approved and processed.
- C. Oversees the maintenance of the on-line vendor file.
- D. Oversees the preparation 1099's annually.
- E. Keeps Assistant Superintendent for Finance and Operations informed when contractor is in violation of contract (i.e. charging price other than as agreed, not delivering merchandise within the specified time period, etc.).
- F. Liaison between vendors and school district as it relates to contract price adherence, invoice reconciliation, purchase order issuance and payments.
- G. Prepares and files all warrants

III. Food Service

- A. Provide program oversight to ensure that the food service program is in conformance with the District's agreement with the food service contractor and that all the requirements of the school nutrition program are adhered to.
- B. Work with contractor to resolve program review and audit finding.
- C. Review and approve all prices for all meals served (e.g., pricing for reimbursable meals, a la carte food services and adult meals, as applicable).
- D. Administer the free and reduced lunch program.

- E. Establishment of an Advisory Board-establish and maintain an advisory board comprised of parents, teachers and students to assist in menu planning.
- F. Review and process all financial activity and ensure that all activity is reconciled and reporting is completed and submitted to appropriate parties timely (warrants, budgets, quarterly reports, online payment, etc.)

V. Other

- A. Assists Assistant Superintendent for Finance and Operations with information necessary to project expenditures and revenues throughout the year.
- B. Prepares detailed EOY expenditure report for all funds.
- C. Upon approval of the budget, ensures budget figures are entered into the General Ledger system.
- D. Once fiscal year is closed, enters the actuals into the budget templates for all funds.
- E. Assists Assistant Superintendent for Finance and Operations with preparation of budget and procurement
- G. Acts as the District's Advisory Council representative for the Essex County Retirement System.
- I. Other tasks as requested.

Accountant

Date

Assistant Superintendent for Finance and Operations

Date

Superintendent of Schools

Date