



MASCONOMET REGIONAL SCHOOL DISTRICT

WORK PERFORMANCE STANDARDS

POSITION TITLE: District Accountant

DATE OF WPS: July 1, 2019

SALARY RANGE: Competitive Salary & Benefits Package Commensurate with Experience and Education

WORK HOURS: Full time, 12 Month Position

QUALIFICATIONS:

- Seven to ten (7 – 10) years of relevant work experience in Municipal Government, a Public School System, Business or related field required.
- Two to four (2 – 4) years must be in a supervisory capacity with increasing responsibilities required.
- Bachelor's Degree in Accounting, Finance or related field required.
- Master's Degree in Business Administration, Accounting or Finance preferred.
- Experience in a Municipal or Public School District setting preferred.
- Associate MCPPO Certification preferred.
- MMAAA Certification as a Certified Government Accountant preferred or ability to complete Certification within two years of employment required.
- Excellent oral, written and presentation skills required.
- Demonstrated expertise working with computerized accounting systems required.

OBJECTIVE:

The Masconomet Regional School District is seeking a highly motivated self-starter to serve as the full-time District Accountant. The position will report to the Assistant Superintendent of Finance and Administration.

The District Accountant is responsible for managing all financial and accounting policies and procedures as well as maintaining fiscal records and internal controls for the District. The District Accountant will perform and/or oversee all of the duties and responsibilities customarily associated with accounting, audit, payroll, purchasing, student activities, grants management, and the food service program. The District Accountant will work closely with the District Treasurer as well as the External Audit/Accounting.

DESCRIPTION OF DUTIES:

- Applies the principles, methods, and procedures used in modern accounting and auditing to improve District financial processes and procedures
- Maintains General Ledger
 - Set up all new accounts and special projects
 - Post all receipts and deposits
 - Post all AP and payroll warrants
 - Post journal entries and budget entries, as needed
- Maintains accounting records for state and federal grants
- Reconciles cash accounts with District Treasurer monthly
- Reconciles and monitor all revolving accounts, grant accounts, and trust accounts
- Acts as a backup for Payroll and Accounts Payable
- Maintains all regulated files and correspondence related to financial information and business services
- Monitors Circuit Breaker balance
- Monitors School Choice Out charges
- Monitors Charter School Assessment charges
- Acting Plan Administrator for all 403B's
- Tracks all COBRA premium payments
- Tracks all retiree health insurance premium payments
- Request Funds for all Title Grants
- Reconciles all withholding accounts including:
 - Life Insurance
 - Dental Insurance
 - Health Insurance
 - Medicare, etc.
- Monitors Food Service expenditures, account balances and YE close
- Provides oversight to Food Service contractor; ensures compliance with requirements of school nutrition program
- Administers the Free and Reduced Lunch Program
- Regularly monitors the status of the District's Annual Operating Budget
- Creates ad hoc financial reports and analysis
- Prepares Quarterly Financial Forecasts for stakeholders when requested
- Responsible for the Year-end Closing process including closing of the District's accounting system on June 30th
- Completes the calculation, submission, and tracking of the District's Excess & Deficiency account documentation for certification
- Prepares the District's End of Year Report (EOYR) for DESE and serves as the point of contact for the annual EOYR audit
- Serves as the point of contact for the annual financial statement audit
- Serves as the point of contact for the annual worker's compensation audit
- Serves as the point of contact for the annual student activities account audit
- Serves as the point of contact for the GASB75 OPEB valuation audit

- Assists the Assistant Superintendent for Finance and Administration in contract/procurement matters when requested
- Performs other duties as assigned by the Assistant Superintendent for Finance and Administration

Accountant

Date

Assistant Superintendent for Finance & Operations

Date