



<b>Position Title:</b>	<b>Accountant</b>	<b>Location:</b>	<b>SAU</b>
<b>Position Status:</b>	Hourly Non-Exempt	<b>Reporting to:</b>	Finance Director
<b>Approval Date:</b>	[Position Approval Date]	<b>Approval Status:</b>	<b>Pending Approval</b>

**Position Summary:**

The District Accountant will develop, prepare and maintain a complete set of financial records for the District by overseeing and participating in complex accounting transactions, preparation of general ledger adjustments, reconciliation, accurate and timely financial and statistical reporting from the financial software program and audit of general ledger financial information. The Accountant is also responsible for oversight and tracking of all Federal and State grants.

**Qualifications:**

- Bachelor Degree in Business Administration or Accounting and three years experience in a responsible accounting and auditing capacity. Additional relevant experience in a similar position may be substituted for higher education.
- Thorough technical knowledge associated with generally accepted financial accounting principles for municipalities and/or school districts. Working knowledge of audit requirements including schedules and documentation and laws governing accounting practices.
- Ability to prepare trial balance financial summaries, account adjustments and custom reporting.
- Ability to perform statistical and algebraic computations accurately. Proficient in Microsoft Office.
- Strong interpersonal, verbal and written communication skills with the ability to communicate technical concepts to others. Must be able to lead other staff in the Finance Department.
- High level of computer competency with spreadsheet, word processing and contemporary financial and accounting systems software. Excellent keyboarding skills and attention to detail are required.

**Responsibilities:**

- Manage a complete and systematic set of records of financial transactions by reviewing and entering transaction details into appropriate journals and subsidiary ledgers from all sources. Classify, code, consolidate and balance charges and related financial information from the journals and subsidiary ledgers to the general ledgers.
- Review and post journal entries for disbursements, receipts and adjustments. Reconcile a variety of accounts such as but not limited to cash, fixed assets, accounts payable and receivable, reimbursements due and capital projects. Review and perform pre-closing and post-closing adjusting journal entries in conjunction with month end closing.
- Perform month end and year end closings. Prepare adjusting journal entries to verify accounts are reflecting accurate balances at year end. Prove encumbrances and memo balances. Run G/L table validation; reconcile and research any errors.
- Monitor fund balances and produce variance reporting. Alert for potential over expenditure of funds. Ensure revenues and expenses are recorded and managed on a timely basis. Prepare cash flow and expenditure statements.
- Assist Finance Director with financial and income statements, revenue and expense performance, asset balances, accounts payable and receivable summaries and any or all reporting of accounts that contribute to a complete accounting of the activity of the District. Prepare analysis and projections of accounts as required by the Finance Director.
- Maintain separate accounting of Food Service Fund, Vocational Fund, Alvirne Trustees Fund, Construction Fund and any and all District funds in operation.
- Assist Finance Director with the development of the annual District budget.
- Coordinate process and monitor transfers of budgeted funds as requested and approved by authorized personnel.
- Perform Accounts Receivable functions for rental charges and use of custodial staff.



- Complete cash reconciliation and month end balancing for bank accounts and investments with the District Treasurer.
- Maintain petty cash fund.
- Assist the Superintendent and project managers in planning the utilization of available federal funds.
- Review and evaluate requests from project managers to ensure that the project is initiated and implemented in accordance with the provisions of the grant and adheres to established federal guidelines and applicable state and federal regulations and laws.
- Monitor project expenses and recommend changes necessary to the project managers and maximize utilization of approved funding.
- Prepare financial applications and all necessary paperwork for appropriate signatures.
- Provide Bookkeeping services for all federally funded programs, keeping a true and accurate record of the budget and expenses. Create and set up new projects, account numbers and budgets each year as projects are approved. Verify time sheets and certification forms for each of the projects. Ensure that only federal fund employees are being paid out of federal fund accounts and that they are paid out of the correct line items within federal funds. Maintain individual project files with all required documentation to substantiate the project budget.
- Prepare all monthly, quarterly and annual budget and cash receipt reports and adjustment requests within the NH Dept of Education guidelines for the federal funds portion of the District's budget and all required reporting to the Department of Education within established time frames.
- Create requisitions for all federal purchases and prepare invoicing for approval and payment ensuring that only approved materials, equipment and services are procured within the project period preventing any over expenditure of budgeted limits. Perform monthly reconciliation of the federal fund budgets.
- Maintain fixed asset inventory of all equipment purchased with federal funds. Complete fixed asset forms and annual reporting to the NH Department of Education and auditors.
- Prepare for the audit of all funds including federal fund accounts. Cooperate and interact with all Hudson School District auditors providing requested information and any required reporting. Work with Project Managers on all State and Federal grants to ensure compliance with regulations and reporting requirements.
- Attend Federal Fund Workshops scheduled by the NH Department of Education and any other workshops requested by the Finance Director.
- Oversee Accounts Payable and perform Accounts Receivable functions. Bill tuition students and accounts receivable and maintain files. Process and batch cash receipts and receivables into the district financial software, maintain deposit files and records, including document preparation for year end audit.
- Coordinate the annual audit with the Finance Director, prepare financial statements through the trial balance for the auditors review, work in conjunction with audit staff by providing them with information they request.
- Be able and ready to process payroll for the District in a timely and accurate manner in the absence of the Payroll Coordinator and the designated back-up, and to process accounts payable in the absence of the Accounts Payable Coordinator.
- Serve as the back up to the Payroll Coordinator in preparing and transmitting mandated governmental payroll reports, filings and payments including FICA, income tax withholding and retirement system contributions, and in preparing quarterly wage reports for Unemployment and monthly and quarterly reports to the Department of Labor. Prepares other payroll reporting as requested.
- Perform all other duties as requested or assigned.

**Expectations:**

- Establish and maintain positive, supportive and effective working relationships with others; contributing to a team environment within the Finance Department, with other departments in



Central Office and all school district staff in a manner that relates to the District's mission and commitment to excellence.

- Keep abreast of current accounting practices/standards and up to date on State and Federal and Educational laws, statutes, rules and regulations relating to the financial administration of the District. Advise appropriate parties and ensure compliance.
- Act with integrity, discretion, responsibility and in an ethical manner in all aspects of carrying out the requirements of this position.
- Keep abreast of current accounting practice and up to date on State, Federal and Educational laws, statutes, rules and regulations relating to federal funding. Advise appropriate parties and ensure compliance.
- Keep confidentiality of personnel matters.

**Physical Requirements:**

<b>Standing:</b>	<b>Occasional</b>	<b>Sitting:</b>	Frequent
<b>Lifting:</b>	Able to lift 15 lbs.	<b>Reaching:</b>	Occasional
<b>Walking:</b>	Occasional	<b>Driving:</b>	Rarely
<b>Bending/Stooping:</b>	Occasional	<b>Push/Pull:</b>	Occasional

**Other Physical Requirements:**

In a normal work-day, the employee may be required to combine standing, walking and sitting; continuously sit at desk, keyboard, etc. for several hours, lift/carry up to 15 pounds infrequently, bend frequently; squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions occasionally.

*We are an Equal Employment Opportunity Employer.*

**\*Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time, as it deems advisable.

**I have read and understand this job description.**

<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	