

Ashe County Schools Job Description

POSITION	Accounting Specialist Ashe County Board of Education Central Support Services
TERM	12-month
FLSA STATUS	Non-Exempt
EDUCATION	Minimum AA (two-year) degree in business or accounting; Four-year (BS) degree preferred
QUALIFICATIONS	
EXPERIENCE	
PAY GRADE	
REPORTS TO	Finance Officer

GENERAL STATEMENT OF JOB

Under general supervision, performs a large variety of complex clerical, secretarial, administrative and technical accounting duties. Work involves receiving and transcribing confidential correspondence, screening and independently handling a variety of routine inquiries by telephone and in person, and maintaining a variety of records and files. Employee will provide daily support to the budget, payroll, purchasing, accounting and bookkeeping principles. Work requires the use of current technology for establishing and maintaining records and producing reports. Employee is expected to develop an overall understanding of functions within the financial services department and provide assistance as needed.

KNOWLEDGE AND ABILITIES

- Considerable knowledge of the operation of a computer and all peripheral equipment
- Ability to take direction and perform tasks with minimal supervision
- Ability to type accurately at a rate of speed required for this position
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Considerable knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions
- Considerable knowledge of state, local and school system fiscal regulations, policies and procedures
- Considerable knowledge of accounting and office practices, methods and procedures used by the school system
- General knowledge of school system organization and operational policies and procedures
- Ability to organize and effectively process and maintain financial records and files, and prepare reports from them
- Ability to read and interpret various financial statements
- Ability to reconcile accounts
- Ability to understand and apply laws, regulations and policies to the maintenance of financial records
- Ability to verify documents and forms for accuracy and completeness
- Ability to establish and maintain effective working relationships with other employees and the general public
- Ability to exercise independent judgment, discretion and initiative in completing assignments

DUTIES AND RESPONSIBILITIES

- Perform professional accounting and auditing functions to promote overall efficiency of the school system’s fiscal operations
- Maintain accounting records in conformance with laws, rules and regulations
- Demonstrate a clear understanding of account and internal auditing concepts and ability to apply these to specific situations
- Perform mathematical computations accurately and with speed
- Monitor departmental expenditures and conduct analytical studies of financial information
- Assist in preparing routine accounting reports that require use of advanced technology skills (word processing, spreadsheets, data management)
- Maintain records and files
- Understand the confidential nature of working in an educational setting
- Participate in continuing professional development
- Perform other duties as assigned by superintendent or his/her designee

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.

Employee

Date

Supervisor or designee

Date