

**Glassboro School District  
Job Description**

<b>TITLE:</b>	District Accountant
<b>QUALIFICATIONS:</b>	1. Course work or associate degree in accounting and other Business Office related areas and/or minimum five (5) years governmental accounting and Business Office functions experience
<b>REPORTS TO:</b>	Business Administrator/Board Secretary
<b>SUPERVISES:</b>	Accounts Payable Staff, Payroll Clerk, Administrative Assistant to the Business Office
<b>POSITION GOALS:</b>	<p><b><u>Finance:</u></b></p> <ol style="list-style-type: none"><li>1. Assist school/locations with any questions, inquiries and/or problems with System 3000 Requisition Module to include training and resolving technical issues</li><li>2. Assist schools/locations with guidance on account numbers and purchasing requirements</li><li>3. Coordinate purchasing to include compiling district information for allowable users/approvers. Resolve issues relating to purchasing questions. Provide information to EDS to include request for potential vendors, recommendation of items to be included with future bids.</li><li>4. Enter purchase orders verified for payment into System 3000 to produce monthly checks and Bill List for Board approval</li><li>5. Verify checks, cash, direct deposits and/or ACH's for accuracy, provide for deposit, enter receipts to appropriate GAAP Account Number into System 3000</li><li>6. Review accounts receivable to obtain payment</li><li>7. Enter line item transfers into System 3000 as necessary or requested from administrators, review all transfers for compliance with State regulations, provide transfer list for Board Approval</li><li>8. Reconcile and prepare required monthly financial records to include revenue report, expenditure report, cash report, balance sheets and Board Secretary Report</li><li>9. Assist with end of year closing entries as required by GAAP, and coordinate and prepare all necessary information for the annual district audit, and any additional state and/or federal audits as required</li></ol>

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10. Review 1099's, forward to vendors, Internal Revenue Service and the State of New Jersey

11. Non Public Project reporting to the State of New Jersey

12. Charge grants for appropriate costs for FICA, Medical/Prescription and Dental

23. Prepare reimbursement form for the State of New Jersey for federal funded programs for Teachers Pension and Annuity Fund and FICA

#### **Administrative:**

1. Supervise accounts payable staff, payroll clerk, and administrative assistant to the Business Office, and assist staff to rectify any questions or issues that need to be resolved.

2. Review all quarterly and annual payroll reporting to all state and federal agencies to verify accuracy

3. Assist with preparation of district budget to include district records and documents required by the County Superintendent and forwarded to the State of New Jersey

4. Assist grant administrators or potential grant submissions with financial guidance to include required salary and benefits calculation, and ensure accuracy of GAAP accounting requirements

5. Review grants for individual grant project period, and ensure compliance with purchasing/payment timelines

6. Assist grant administrators with carry over application

7. Assist and/or prepare necessary analysis/documentation requested by the Business Administrator

8. Communicate with Third Part administrator for 403(b) reporting and compliance

#### **TERMS OF EMPLOYMENT (ADDED):**

Twelve month year. Salary and work year to be established by the Board of Education.