



Classified Job Description

CSEA Revised: January 12, 2016
NJUHSD Board Revised: April 13, 2016

Position Title:	ACCOUNTANT I
Contract Term:	12 months per year
Salary Range:	25

GENERAL DEFINITION:

Under the direction of the Superintendent/Designee, performs a wide variety of clerical and accounting duties related to district business, including purchasing, receiving and processing of accounts payable.

UNDER SUPERVISION OF:

Superintendent/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepare and process accounts payable invoices for payment and communicate with vendors.
2. Input invoices into financial system to facilitate ability of district staff to easily identify charges entered against their budgets via reports.
3. Verify data input, audit and balance accounts payable warrant prelist, prepare warrant authorization, and file paid invoices.
4. Audit sales and use tax on invoices for accuracy, correct over/under charges, notify vendors of incorrect rates, and recoup overpayments.
5. Maintain vendor master 1099 information, audit, prepare, and distribute 1099's.
6. Maintain vendor and account master for utilization by sites. Identify and correct invalid existing information.
7. Maintain open purchase order database for custodial, grounds, maintenance, cafeteria staff, and assist Director of Facilities with purchase order generation.
8. Audit Purchase Order input for accuracy, research prior purchases for sites, assist with purchase price comparison, and identify areas for cost reduction.
9. Maintain all district credit cards, process credit card purchases, audit statements for fraud, and process payments.
10. Maintain all district gas cards, audit and pay statements, route statements for approval and collection of receipts.
11. Maintain current and accurate database for leasehold equipment, process payments in accordance with lease terms, initiate buy-out or change out upon lease end, and arrange for service and supplies in accordance with maintenance contracts.
12. Audit and process for payment employee incidental expenses, home hospital miles, student scholarships, lost payroll warrants, and student textbook refunds.
13. Assist all district employees with conference travel registration, airfare, lodging, and audit and reimburse travel expenditures.
14. Maintain database of utilities for all district sites, audit statements for fraud and reasonableness, identify and notify district staff of possible leaks or potential for fines, code invoices to bill tenants for their portion, and process for payment.
15. Maintain database for all district telephone land lines, cell lines, and data lines, audit statements for fraud and reasonableness, code invoices to bill tenants for their portion, and process for payment.
16. Audit Durham Transportation invoices for reasonableness, report discrepancies, and process for payment.
17. Audit and process for payment pre-employment/employment fingerprinting, health screening, vaccination, and student drug and drug dog testing invoices.

18. Analyze, identify, streamline, and implement processes for cost improvements and time saving.
19. Assist with budget preparation utilizing accounts payable data.
20. Identification, preparation, and input of journal entries.
21. Answer phones and act as receptionist when necessary.
22. Assist with payroll and/or distribute payroll warrants when necessary.
23. Research, interpret, implement and recommend revisions to related Board Policy.
24. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
25. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent. Formal accounting education preferred. Previous clerical and accounting experience necessary.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Knowledge of accounting/auditing procedures and knowledge of accounting systems. Ability to reconcile various general ledger accounts. Ability to operate a variety of office machines. Computer skills essential (spreadsheets, word processing, accounting).

Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district, State and Federal requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The

employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.