

Corning Union Elementary School District  
Job Description

JOB TITLE: ACCOUNTANT I

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Salary Range: Confidential, Range 6

Department: Business

Reports To: Chief Business Official

Approved By: Board of Trustees  
December 10, 2008

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POSITION SUMMARY:

Under minimal supervision; performs difficult and specialized technical accounting work required in the preparation and maintenance of District financial records relating to, but not limited to purchasing, accounts payable/receivable, journal entries, spreadsheets, and other financial analyses as assigned and to perform job related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prepares a variety of difficult and specialized financial documents, including purchase orders, bills, invoices, and payments. Processes and deposits incoming checks. Performs bank reconciliations.

Utilizing a wide variety of technology, processes purchase orders, accounts payable documents, spreadsheets, various reports, and other documents as required, ensuring their accuracy and detail.

Works collaboratively with auditors, outside agencies, and District employees.

Coordinates and processes the purchasing of annual curriculum adoption materials (textbooks, instructional materials, etc.).

Files and organizes financial records.

Utilizes document imaging technology and other methods to ensure accurate and efficient data retrieval.

Works collaboratively with site secretary/bookkeepers in maintaining site financial records.

As required, serves as direct support to the CBO in assistance and preparation of various budgeting functions, such as: processing and monitoring of spreadsheets, adjusting journal entries, data entry, assistance with budgeting duties in preparation for negotiations, and other duties as assigned by the CBO.

#### OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS)

May cross train in other job related duties within the District Office.

May attend various workshops, meetings, trainings, etc.

May assist and serve as back-up support in processing cafeteria and payroll accounting functions.

May process attendance and enrollment accounting functions.

Other duties as assigned.

#### QUALIFICATIONS/EDUCATION:

Ability to make mathematical calculations rapidly and accurately using automated and standard office equipment, and a demonstrated bookkeeping aptitude.

Ability to type 45 net wpm and operate an adding machine affectively to perform the essential functions of the job.

High school diploma required and completion of college level courses in accounting or related areas is highly desirable.

Ability to deal tactfully and courteously with the public and other District staff, and to maintain required confidentiality.

Flexibility to adjust to changes created as a result of new laws and policies affecting school districts.

Ability to use sound judgment and reasoning to perform the essential functions of the job.

Demonstrated ability to use technology to accurately perform the essential functions of this position, including various computers, software, word processing, spreadsheets, databases, document imaging, modern office methods and procedures, etc.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Ability to read, write, speak, and communicate effectively in English.