

Narragansett School System

Spring 2017

TITLE: Accountant

REPORTS TO: Director of Finance and Administration and Superintendent of Schools

JOB DESCRIPTION:

The Accountant performs accounting tasks as assigned by the Director of Finance and Administration. He/she is a member of the central office staff and will be required to assist with general office duties.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, finance or related business field
- Five years of experience in accounting, budgeting and forecasting desirable
- Strong computer skills required
- Experience with Infinite Visions accounting software preferred
- Experience working with the Uniform Chart of Accounts (UCOA) preferred
- Strong oral and written communication skills
- Strong organizational skills
- Ability to work as a member of an office team
- Proficient in MS Word, Excel and Microsoft Products.

DUTIES AND RESPONSIBILITIES:

Including but not limited to:

Purchasing/Accounts Payable

- Maintain and process all purchase orders for the school system
- Monitor purchase orders for compliance with the school's purchasing policy
- Monitor purchase orders to maintain compliance with Uniform Chart of Accounts (UCOA)
- Verification of purchase order data and receipt of materials
- Process payment of invoices/reimbursements in a timely manner
- Respond to vendor requests
- Maintain accurate, up-to-date records of accounts payable transactions, payments, checks, vendor files and listings
- Assist school staff with trouble shooting financial software, requisitions, purchase orders and invoices as needed
- Provide occasional training to school staff on computerized accounts payable system
- Obtain Independent Contractor documents from vendors and forward to State
- Maintain vendor files, W-9 and independent contractor files and weekly bill files
- Prepare annual forms 1099

- Record monthly vehicle maintenance entry in financial software system
- Prepare and record monthly postage in financial software system
- Prepare and record monthly fuel usage in financial software system
- Process tuition reimbursement forms and prepare purchase orders for payment

Cash Receipts

- Prepare and mail quarterly tuition invoices
- Maintain accounts receivable ledger
- Prepare and record bank deposits for student activity funds, athletic gate receipts and miscellaneous payments
- Record food service deposits in the financial software system.

Other Duties

- Responsible for Student Activity Funds accounting, reporting, and oversight
- Responsible for National School Lunch Program operations, accounting/reporting and free and reduced lunch enrollment
- Assist with annual financial audit
- Assist with budget preparation
- Order all general supplies and maintain office supply closet
- Process and maintain certificates of insurance as requested
- Provide administrative assistance to the Director of Finance and Administration
- Provide assistance in the daily distribution of mail, greeting of visitors, and the answering of telephones
- Provide support and back-up to the payroll process
- Perform other duties assigned by the Director of Finance and Administration or Superintendent of Schools.

TERMS OF EMPLOYMENT:

Twelve (12) month work year which shall include a work week of forty (40) hours. Annual salary and benefits shall be determined by the Superintendent of Schools.