



# Longview Independent School District

## JOB DESCRIPTION

# ACCOUNTANT – FEDERAL PROGRAMS/FIXED ASSETS

<b>JOB TITLE:</b>	Accountant - Federal Programs/Fixed Assets	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director of Finance	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Business	<b>PAY GRADE:</b>	Administrative 1

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### PRIMARY PURPOSE:

The federal programs and fixed assets accountant is responsible for maintaining the reporting of federal programs money and federal programs funds and accounts in the district's general ledger. This includes the reviewing, reconciling, and reporting of federal programs, state, local, and other grants being recorded to the general ledger accounts for all funds in the district. This position also provides support to all departments and campuses concerning district accounting policies and procedures over federal, state, and local grants.

### QUALIFICATIONS:

#### Education/Certification/License:

Bachelor's degree with an accounting major from an accredited college or university  
Certified Public Accountant (CPA) license, preferred

#### Special Knowledge and Skills:

- Thorough knowledge of principles and practices of accounting
- Thorough knowledge of federal, state, and local requirements for accounting and reporting use of program and grant funds
- Ability to understand and apply technical information
- Ability to perform computer operation functions for extended periods of time
- Ability to adhere to rigid timelines and exacting procedures for reporting
- Ability to establish and maintain effective working relationships with staff, grant managers, auditors, federal, state, and district financial officials
- Ability to communicate effectively, both orally and in writing



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### QUALIFICATIONS: (continued)

#### Experience:

Extensive experience in accounting, including experience in school district accounting, preparing Schedule of Federal Financial Assistance, financial reporting, budgeting, EDP software systems, and proficiency in the use of personal computers using Lotus, Excel, and Word, or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain the general ledger for all federal, state, and local programs
2. Assist/reconcile federal program accounts
3. Prepare federal, state, and local financial reports that are required to be submitted on a timely basis for reporting to the proper grant administrators or agencies
4. Provide budget analysis and reviews reports with district grant managers
5. Record the acquisition of all capital outlay
6. Assist and review fixed asset data entry into fixed asset software
7. Compile, reconcile, analyze and interpret all internally generated un-audited financial statements and related reports in accordance with GAAP
8. Assure that all entries are booked and that complete and accurate reports are prepared monthly for all program managers and the district
9. Serve as liaison with external auditors
10. Assist with internal audit function to ensure compliance with federal and state law and board policy
11. Communicate with departmental staff, budget officers, grants managers, and campus principals and bookkeepers
12. Utilize a wide range of office equipment including computer technology and software/hardware used in the district



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

13. Reconcile property tax account with costs tax office
14. Reconcile district bank accounts
15. Comply with district policies, as well as state and federal laws and regulations
16. Adhere to the district's safety policies and procedures
17. Maintain confidentiality in the conduct of district business
18. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
19. Demonstrate regular and prompt attendance
20. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

The federal programs and fixed assets accountant is a single position professional class. Accountability is required over a significant component of the district's budget, including the development and monitoring of this portion of the budget.

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data



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### WORKING CONDITIONS: (continued)

#### Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

### EVALUATION:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: August, 2009**