

**Killeen Independent School District
Job Description**

Job Title: Accounting Specialist
Reports To: Senior Accountant
FLSA Status: Exempt

SUMMARY

Works with other departments to research, review, document and implement processes to allow for monthly reconciliation of all balance sheet accounts in an efficient manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Reconciles balance sheet accounts as directed by the senior accountant.

Reviews processes causing errors in the general ledger and works with other departments to correct these processes as necessary.

Works with departments to develop, implement and document processes to allow for the proper recording of general ledger transactions.

Assists with student activity fund accounting as needed.

Prepares yearend audit reconciliations and schedules as needed.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Accounting or equivalent. Two or more years in governmental fund accounting or related experience preferred (balance sheet reconciliation and research experience). Must have advanced knowledge of excel to include pivot tables.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from members of the board of trustees, administrators, staff, auditors, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

OTHER SKILLS and ABILITIES

Must be able to operate a computer. Must be proficient in business applications such as Microsoft Office.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: October 30, 2018

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.