

Killeen Independent School District Job Description

Job Title: Senior Accountant
Reports To: Director for Financial Reporting
FLSA Status: Exempt

SUMMARY

Develops, interprets, and implements complex financial and accounting concepts or techniques for financial planning and control by performing assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

General Ledger:

Ensures the overall integrity of the general ledger for the purpose of financial reporting by setting up, monitoring and maintaining general ledger codes in conjunction with TEA's Financial Accountability System Resource Guide.

Reconciles balance sheet accounts, including reconciliations of all district bank accounts, local property tax, warehouse inventory and school nutrition commodities.

Repays inter-fund receivables/liabilities for operating, special revenue and capital projects.

Repays inter-funds for payroll clearing and monitor to zero after accruals are paid.

Maintains capital projects-job cost subsidiary ledger and determine building cost for recording in the Fixed Assets system.

Ensures all journal entries, cash receipts and food service uploads are entered in the general ledger timely. Reviews financial batches daily and make correction as needed.

Performs end of month financial close and distribute monthly financial reports to district administrators.

Prepares year end journal entries to record adjustment for workers comp insurance, inventory reserve and deferred revenue, allowances for uncollectible accounts, general long term debt (GLTD) and other adjustments as needed.

Ensures the general ledger is in compliance with district policies, state and federal guidelines and generally accepted accounting principles.

Student Activity Fund Accounting

Reviews Activity Fund reconciliation reports submitted by each campus and write journal entries to record financial data in KISD system.

Provides training on Activity Fund policies and procedures, QuickBooks, and cash receipt (ASB) software.

Ensures Student and Campus Activities are in compliance with KISD policies by providing continuous customer service and updating the AF manual.

Audit

Coordinates, with auditors, Provided by Client (PBC) items required from district and ensure auditors receive items by deadlines.

Serves as liaison between auditors and KISD departments.

Prepares audit schedules for Unlimited Tax Refunding Bonds, Construction Work In Progress (CWIP), Bell County Appraisal District (BCAD) and numerous other schedules pertinent to the Comprehensive Annual Financial Report (CAFR).

Other

Establishes work procedures, prepares work schedules and expedites workflow.

Drafts policies, rules and regulations in areas of responsibility.

Assists with development and review of internal controls.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 and five or more years in governmental accounting or related experience.

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 groups of administrators, principals, staff, auditors, and the general public.

MATHEMATICAL SKILLS

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

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.