

Killeen Independent School District Job Description

Job Title: Staff Accountant
Reports To: Senior Accountant
FLSA Status: Exempt

SUMMARY

Works on monthly reconciliations of balance sheet accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Reconciles all centralized bank accounts.

Reconciles warehouse and food service inventory.

Reconciles workers compensation and flexible benefits.

Completes inter-fund and clearing account reconciliations.

Assists with Activity Fund and QuickBooks support for campus personnel.

Requests and reconciles payroll transfers.

Records and reconciles tax payments from the tax appraiser for debt service.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises activity fund webstores and Accounting staff as directed.

QUALIFICATIONS

- Experience with accounting software and data entry
- Excellent understanding of accounting rules and procedures
- Advanced knowledge and experience of spreadsheets
- Ability to work independently and make informed decisions
- Analytical skills

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 a Accounting or related area; three or more years of working in a business office processing payments or reconciling accounts preferred.

OR

Five years' experience working in a Texas Public School District Business Services Department along with TASBO certification (Accounting/Finance Specialization required for CTSBS or CTSBO) may substitute for Bachelor's degree.

OR

Five years' experience working in a Texas Public School District Business Services Department along with 60 semester hours of college credit to include accounting courses; experience must include extensive research and reconciliation of accounts.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from groups of administrators, principals, staff, auditors, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentage, area, circumference and volume.

REASONING ABILITY

Aptitude to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations and apply sequential problem solving skills in isolating trouble areas.

OTHER SKILLS and ABILITIES

Ability to effectively utilize 10-key by touch and computer programs, such as word processing, excel spreadsheets, e-mail, and internet.

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:

March 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties