

WAYNE TOWNSHIP PUBLIC SCHOOLS
Wayne, New Jersey
JOB DESCRIPTION

TITLE: E-010 - Accountant

EDUCATION AND EXPERIENCE REQUIRED:

1. Bachelor's Degree in Accounting, Finance, or Business Administration from an accredited college or university.
2. Three (3) years of experience in accounting, payroll and/or employee benefits.
3. Experience in a school district or business office.
4. Hold a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate good moral character.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
8. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.

REPORTS TO: Assistant Business Administrator / Assistant Board Secretary, Business Administrator / Board Secretary or designee.

JOB GOAL: Under limited direction, the Accountant assists in managing the financial affairs of the school district by preparing financial analysis of activities for the guidance of management and preparing reports which outline the district financial position. This position will provide accounting services, in a timely and efficient manner, and supports district educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Manages, coordinates, and integrates accounting work.
2. Prepares monthly bank reconciliations.
3. Ensures that financial reports are provided in a timely manner ensuring accuracy and consistency with generally accepted accounting principles.
4. Makes inspections of complex and varied financial transactions and records to ensure that concerned regulations and accounting procedures are observed.
5. Creates and maintains monthly salary projections ensuring accuracy and consistency with common business practice.
6. Monthly cash flow and respective financial analyses. Record all necessary entries.
7. Prepares and interprets budget requests and current statements of allocations and disbursements of budgeted funds.
8. Performs audit and accounting work involved in recording expenses.
9. Prepares and edits cost reports and other financial summaries.
10. Directs and evaluates the work of assigned staff.
11. Compiles and prepares various internal financial reports or statistical compilations for district management purposes.
12. Conducts investigations, examinations, and other inquiries of accounts, records, and reports.
13. Prepares financial information tabulations.
14. Assists in designing, revising, and installing financial systems.
15. Prepares detailed reports containing findings, conclusions, and recommendations.
16. Applies and adheres to New Jersey laws and regulations for accounting in school districts.
17. Uses computers and/or electronic equipment to fulfill job functions.

18. Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
19. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
20. Participates in appropriate in-service and workshop programs and attends any required meetings.
21. Protects confidentiality of records and information about staff, and uses discretion when sharing any such information within legal confines.
22. Adheres to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
23. Performs any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

ANNUAL EVALUATION:

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses
2. Occasional exposure to a variety of weather conditions
3. Exposure to heated/air conditioned and ventilated facilities
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

BOARD APPROVAL DATE: November 18, 2021, Agenda Item M-5