



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	Accounting Analyst
<b>SCHOOL/DEPARTMENT</b>	Finance
<b>SALARY</b>	Salary Grade 65 plus supplement
<b>FLSA STATUS</b>	Non-exempt
<b>REPORTS TO</b>	Accounts Payable Manager
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday - Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Accounting Analyst, under general supervision, performs moderately complex technical accounting and fiscal-clerical work maintaining records of school system transactions. The Accounting Analyst has the ability to utilize a complex chart of accounts and recognize appropriateness of account codes throughout all phases of various work assignments. Additionally, the Accounting Analyst has the ability to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Work involves maintaining complete and systematic records of financial transactions according to individual funds, including receipts, deposits, balancing and control. The Accounting Analyst is also responsible for preparation and submission of related financial reports, that require the application of bookkeeping principles as well as applicable fiscal regulations including federal, state and local regulations and policies. Work requires the use of current technology for establishing and maintaining records as well as creation/maintenance of databases and spreadsheets.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive knowledge of purchasing, fixed asset, mathematical and accounting principles

- Comprehensive knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions
- Comprehensive knowledge of state, local and school system fiscal regulations, policies and procedures.
- Comprehensive knowledge of current technology and office practices, methods and procedures used by OCS
- Comprehensive knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and state procedures
- Comprehensive understanding of all functions of Financial Services
- Comprehensive knowledge of Microsoft Excel, spreadsheet creation and development and other Microsoft Office products that support accounting and communication applications
- Ability to perform multiple technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions
- Ability to support multiple departments and 13 schools with purchasing, fixed asset and accounting tasks

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- High School diploma with concentration in business practices, accounting, and/or mathematics
- Two (2) or more years of Accounts Payable experience in a school/government setting
- Extensive experience working with Microsoft Excel spreadsheets and Microsoft Office environment
- Any equivalent combination of training and experience that provides the required combination of knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Associate's Degree or higher from an accredited institution in Accounting, Business Practices, technical accounting/finance work involving computer spreadsheet applications and analysis or other related area

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintain confidentiality
2. Receive, classify and receipt money for the purpose of recording financial transactions in the proper district records
3. Prepare and make daily bank deposits
4. Serve as coordinator for annual internal audits by ensuring that requested financial data is communicated to the appropriate staff and available to the auditor's at the time of arrival
5. Collect and review the necessary Individuals with Disabilities Education Act (IDEA) Fiscal monitoring reports as required
  - a. Semi-annual time and effort certifications
  - b. Monthly Personnel Activity Reports (PAR's)

6. Prepare and submit annual sales tax refund documentation to the state of NC
7. File monthly sales tax due with Department of Revenue
8. Verify charter school students for residency; calculate and process charter school payouts
9. Prepare all external billings for the Finance Department; Includes preparing the invoices and tracking receipt of payment
  - a. Capital Reimbursements from Orange County Government
  - b. School Resource Officers
  - c. Fair Funding
  - d. School Nurses
  - e. Teacher on loan
10. Maintain security of all bank signature cards for the district
  - a. Ensure that new signature cards are on file with the appropriate bank as needed
11. Prepare quarterly reporting for the Board of Education as necessary
  - a. Financial position of the district Enterprise Funds
12. Prepare and submit semi-annual LGC reports.
13. Reconcile monthly bank statement for the district Child Nutrition Services Department.
  - a. Prepare reconciling entries as necessary
14. Monitor outstanding checks and deposits
15. Perform other duties as assigned by the Accounts Payable Manager

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*