



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Accounting Analyst
SCHOOL/DEPARTMENT	Finance Department
SALARY	Grade 65 plus local supplement
FLSA STATUS	Non-Exempt
REPORTS TO	Accounts Payable Manager
SUPERVISES	None
WORK WEEK SCHEDULE	8 AM- 5 PM
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

Under general supervision, performs moderately complex technical accounting and fiscal-clerical work maintaining records of School system transactions. Employee has the ability to utilize a complex chart of accounts and recognize appropriateness of account codes throughout all phases of various work assignments. Work involves maintaining complete and systematic records of financial transactions according to individual funds, including receipts, deposits, balancing and control. Employee is also responsible for preparing related and submitting financial reports, which requires 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, 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 and accounting tasks

EDUCATION, TRAINING, AND EXPERIENCE

- High school diploma with concentration in business practices, accounting and/or mathematics.
- 1-2 years of experience in bookkeeping or technical clerical work; or any equivalent combination of training and experience.
- 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

- Maintain confidentiality.
- Receive, classify and receipt money for the purpose of recording financial transactions in the proper district records.
- Prepare and make daily bank deposits.

- Ensure proper and timely payment on vendor accounts, inter-school billings, payroll and various contracted services and for preparation of associated accounting reports.
- Audit invoices and travel reimbursement vouchers.
- Review/audit weekly payments on vendor accounts.
- File monthly sales tax due with Department of Revenue.
- Prepare and submit annual sales tax refund documentation to the state of NC.
- Verify vendor information, invoice data and account codes.
- Verify charter school students for residency; calculate and process charter school payouts.
- Prepare all external billings for the Finance Department; Includes preparing the invoices and tracking receipt of payment.
 - Capital Reimbursements from Orange County Government
 - School Resource Officers
 - School Nurses
- Process accounts payable check runs as scheduled (weekly).
- Attach copies of checks to corresponding purchase order details and mail checks.
- Assist with location of records and preparation of worksheets for annual audit.
- Prepare quarterly reporting for the Board of Education as necessary.
 - Financial position of the district Enterprise Funds
- Reconcile monthly bank statement for the district Child Nutrition Services Department
 - Prepare reconciling entries as necessary
 - Monitor outstanding checks and deposits

Additional Duties and Responsibilities:

- Performs other related work as required.

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to the Accounting Analyst job classification within Orange County Schools.

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	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.
ACKNOWLEDGEMENTS	
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.*