



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Accounting Specialist/Internal Auditor
SCHOOL/DEPARTMENT	Finance Department
SALARY	Grade 67 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.
- 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.
- Collect and review the necessary Individuals with Disabilities Education Act (IDEA) Fiscal monitoring reports as required.
 - Semi-annual time and effort certifications
 - Monthly Personnel Activity Reports (PAR's)
- Maintain security of all bank signature cards for the district.
 - Ensure that new signature cards are on file with the appropriate bank as needed.
- Prepare and submit semi-annual LGC report
- Perform internal audits as necessary and directed by Chief Finance Officer
 - Including surprise school level audits of bookkeepers and athletics
- Perform school financial analysis including monthly review of school financial and bank reports
- Monitor school accounts for compliance with all local, federal and state laws regarding expenditure of public funds.
- Perform annual treasurer/bookkeeper professional development
- Coordinate necessary finance training for new hired treasurers/bookkeepers
- Prepare monthly reporting for schools (Copier Usage, Budget vs. Actual)
- Research budget and general ledger issues as necessary
- Coordinate and assist Chief Finance Officer in annual parent community and booster organization cash management training

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.*