

Caswell County Schools

Accounting Specialist

General Job Description:

Under supervision of the Finance Officer, the Accounting Specialist performs technical accounting functions in maintaining records for school system transactions. Employee is responsible for utilizing a complex chart of accounts to determine appropriateness of accounts codes and available funds; maintaining complete and systematic records of transactions for cash receipts, deposits, and journal entries; and performing reconciliations. Employee is also responsible for compiling and maintaining financial reports related to accounting, providing support to school treasurers, and assisting in the compilation of school system budgets.

Qualifications:

- Prefer two-year associate degree in accounting or substantial field experience knowledge of proper accounting processes used by school systems
- Ability to verify documents for accuracy and completeness
- Working knowledge of modern office practices and technologies
- Ability to understand and follow written and oral instructions
- Appropriate interpersonal skills in dealing with all clients, co-workers, and supervisor
- High level of integrity and commitment to accuracy and honesty
- Willingness to learn additional skills as a continuous process
- Understanding of confidential information

Responsibilities:

- Prepares cash receipts, determines account codes for all receipts
- Monitors daily bank accounts and transactions for all bank accounts
- Build and submit all positive pay and direct deposit files to the bank via online access
- Implement and monitor accounting procedures and policies for system and at school level including providing support to school treasurers on the SchoolFunds accounting software
- Enters all budget and non-payroll adjusting journal entries as necessary
- Provides assistance to Finance Officer in analyzing and correcting budgets, revenues, and expenditures as necessary
- Submits detailed requests for funding reimbursements from state and federal funds for all expenditures as necessary
- Calculate and prepare indirect cost information for all federal grants
- Prepares and submits all required reports for budget transfers and amendments
- Reconciles bank accounts and researches any discrepancies and prepare journal entries as needed
- Compile and analyze various financial reports required by Caswell County Schools and the State of North Carolina
- Downloads and provides DPI reports to the Finance Officer
- Orders federal and state cash as requested by the Finance Officer
- Assist external auditors with school audits
- Performs other works as assigned by the Finance Officer

Full-Time / Part-Time:	Full-Time
Term:	12 Months
Salary:	Pay Grade 59

Caswell County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of gender, ethnicity, religion, age, national origin, or disability. This posting describes the position as of 12/19/14 and the school system reserves the right to adjust this position at any time.