

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Accountant

**QUALIFICATIONS:**

- Bachelor's degree in Business Administration, Accounting, or Finance
- Ability to rapidly and accurately enter and retrieve computerized data
- Prior successful experience working in accounting strongly preferred
- Good physical condition with the ability to lift 10 pounds

**REPORTS TO:** Business Manager

**SUPERVISES:** N/A

**JOB GOAL:** To provide general support to the Finance Department for purchases and travel

**PERFORMANCE RESPONSIBILITIES:**

- Act as the Finance Department's primary point of contact for purchasing inquiries and issues/travel policies and procedures
- Ensure all purchases are within district, state, and federal laws and guidelines
- Act as the SBAC Coordinator for the District
- Provide implementation and oversight of requisition/purchasing/travel policy/procedures
- Process purchase/travel requisitions for completion and accuracy
- Convert purchase requisitions into purchase orders upon final approval within two weeks of receipt
- Maintain vendor records and W-9's adding to accounting software when required
- Ensure purchase order data is entered with accuracy and in a timely manner
- Prepare purchase requisitions on behalf of the business office and district level departments
- Provide implementation and oversight of requisition/purchasing/travel policy/procedures
- Assist other staff in completing purchase order process, answering questions and routing requests
- Issue activity tickets and reconcile activity reports monthly for accuracy
- Coordinate processing of purchase requisitions, including the following
  - Scan for accuracy and reasonableness
  - Verify budgetary amounts exist of item(s) being requested
  - Acquire Superintendent's signature
  - Deliver to accounts payable
- Perform periodic reviews to verify the following internal audits functions, using a representative sample of available documentation:

- Actual receipt of goods or services that have been acquired by the various department of the district
- School event forms prepared and completed by the school principal (check for accuracy and reasonableness)
- Activity fund expenditures at the local school site, verifying that district policies are being followed for purchases
- Other internal audit functions as directed by the Business Manager
- Assist the Business Manager with providing requested information to auditors
- Assist Business Manager with the preparation of the annual budget, subsequent amendments to the budget and long range financial planning
- Assist Business Manager with annual close-out procedures and the preparation of annual financial statements
- Assist Business Manager with the development of bid speculations for materials, equipment, and services in accordance with the requirements of state purchasing laws
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)