

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Accountant – Payroll Accountant and Internal Auditor

Reports to: Director of Finance; Business Services

POSITION SUMMARY

Conducts yearly financial audits of all District operations, provides training and support on financial management of funds; performs financial accounting for payroll expenditures and year-end reporting

ESSENTIAL DUTIES & RESPONSIBILITIES

- M 20% Reviews monthly District-wide payroll data, correcting errors and posting to the General Ledger.
- D 15% Determines proper Payroll account coding for job assignments.
- D 5% Manages positive pay upload and verification with bank.
- A 5% Uploads annual payroll accrual for audit purposes.
- W 25% Performs internal audits of schools, departments, childcare program, and booster clubs.
- M 5% Serves as point of contact for retrieval of confidential financial information, performing research and analysis, for use in investigations.
- W 5% Provides training and documentation to all schools, departments, child care programs and school staff on financial management and systems used to manage District funds, including legal requirements, Board policies, proper accounting principles, budgetary compliance, and proper account code usage.
- D 5% Resolves financial issues, via telephone or in person, for school-based child care and department staff.
- D 5% Assists Budget Department and Financial Applications Support Team with updating financial policies, procedures, and regulations, as required, for schools and departments.
- D 5% Oversee Fund maintenance for Activities and Athletes, Child Care, and Douglas County Educational Foundation.
- D 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Bachelor's Degree in Public or Business Administration, Finance, or Accounting.

MINIMUM EXPERIENCE

Three years Public Sector Accounting, Budgeting or Auditing, preferably with a Colorado School District.

SKILL REQUIREMENTS

Computer applications: Microsoft Office; financial software; Oracle.
Knowledge of governmental & generally accepted accounting principles
Attention to detail, problem solving, organizational, & analytical skills
Advanced oral and written communication skills

GENERAL EXPECTATIONS

Is flexible.
Has the ability to work cooperatively with supervisors and co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision.
Has the ability to effectively communicate with the school district community as well as the public at large.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION

- ◆ Valid Colorado Driver's License

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting five (5) to forty (40) pounds.
Frequent bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

SUPERVISORY DUTIES – None

WAGE SCHEDULE – Prof/Tech Range 1

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.