

# **DOUGLAS COUNTY SCHOOL DISTRICT**

## **Position Title: Project Accountant**

Reports to: General Ledger Accountant; Business Services

## **POSITION SUMMARY**

Analysis/preparation of monthly and year end financial reports for District Management and Administrators for the following – Capital Reserve, Building Fund, Nutritional Services, Medical/Risk Fund, Pupil Activity Fund

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- M 40% Gather in-house financial data, analyze and report budget to actual variances, prepare monthly/year-end financial documents/reports. Provide consultation to District management, administrators and CFO on findings and/or suggestions for improvements.
- A 20% Performs internal audits for schools, departments and charter schools, as well as reviews for district policy compliance.
- D 15% Serves as a district resource/contact with school and departmental bookkeepers for proper accounting principals, general information, problem solving, and financial reporting.
- D 10% Conduct analyses of specific funds to ensure compliance with district policies and provide detail documentation for year-end financial reporting to Colorado Department of Education.
- D 10% Supervise/oversee all work from school and district bookkeepers. Serving as a direct link to assist in training, board policies, proper account code usage and resolving financial issues/problems via telephone or in person.
- 5% Performs other related duties as assigned or requested.

## **MINIMUM EDUCATION OR FORMAL TRAINING**

Bachelor's Degree in Accounting.

## **MINIMUM EXPERIENCE**

Three years experience in governmental, public accounting, preferably with a Colorado school district.

## **SKILL REQUIREMENTS**

Computer applications: Microsoft Office (spreadsheet emphasis); financial software; Oracle.

Knowledge of governmental and generally accepted accounting principals.

Advanced oral and written communication skills.

Attention to detail, problem solving, organizational, & analytical 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.

Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job.

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.