

## **Sparta Area School District**

### Article 224 - Specifications for Accountant

#### **QUALIFICATIONS:**

1. Four-year degree accounting degree (preferred).
2. Ability to communicate accounting and other types of information effectively orally and in writing to a variety of individuals.
3. Ability to handle multiple projects (be flexible) and prioritize tasks simultaneously in an organized and timely manner.
4. Ability to access information using computers, phones, and other appropriate technology.
5. Attention to detail.
6. Ability to be positive, professional, and maintain confidentiality at all times.
7. Ability to relate and work well with district staff and the public.
8. Experience using district financial system software.
9. Knowledge of and experience with MS Office software and equipment copiers and other office equipment.
10. Experience with Wisconsin Uniform Financial Accounting Requirements (WUFAR).
11. Knowledge of payroll processing and reporting including federal and state payroll tax submission requirements, quarterly and year-end reporting, and preparation of year-end payroll reports and W-2s.
12. Knowledge of IRS regulations regarding 1099s and W-9s.
13. Ability to work effectively and efficiently in an unsupervised environment.
14. Ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently.
15. Ability to endure frequent reaching, handling, fingering, talking, hearing and using near acuity and visual accommodation.

#### **REPORTS TO:**

Director of Business Services.

The Accountant should communicate problems or concerns to the Director of Business Services. If a problem or concern is not resolved, the problem or concern should be referred to the District Superintendent.

#### **SUPERVISION/EVALUATION:**

The primary supervisor is the Director of Business Services. Performance of this job will be evaluated in accordance with provisions of Sparta Administrative Rule.

**JOB GOALS:**

1. Smooth and efficient operation of the accounting function for the Sparta Area School District.
2. Provide administration and board of education with accurate financial reporting for making decisions.
3. Help create a positive impression of the Business Services Department of the Sparta Area School District.

**PERFORMANCE RESPONSIBILITIES:**

*This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.*

1. Code district's financial transactions in compliance with WUFAR, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and district policy.
2. Assist Director of Business Services through preparation of original district budget, budget revisions, and budget transfers. Maintain, update, and track salary budgets.
3. Maintain district chart of accounts.
4. Process payments for short-term and long-term debt.
5. Prepare monthly financial reports for the Board of Education.
6. Gather and prepare information necessary for district's financial audit. Assist auditors as needed during audit.
7. Prepare information for workers' compensation audit and insurance census.
8. Maintain and update district's Fixed Asset records consistent with board policy and financial reporting requirements.
9. Gather vendor W-9 information and prepare 1099s.
10. Manage district purchasing and credit cards consistent with board policy.
11. Complete credit applications, tax exempt forms, and other forms necessary to complete transactions with vendors.
12. Create invoices and maintain accounts receivable records.
13. Code as necessary district invoices received.
14. Prepare forms for accurate processing of payroll for contracted and hourly employees.

15. Assist Director of Business Services with maintaining Employee Access System
16. Code miscellaneous time sheets for each payroll.
17. Administer district Flexible Spending Account program.
18. Maintain retirement benefit records. Communicate with retirees as necessary regarding remaining benefit and insurance changes.
19. Provide support and backup for account payable/receivable and payroll as needed.
20. Prepare necessary monthly and annual reporting and reconciliations for the Wisconsin Retirement System.
21. Reconcile payroll taxes monthly. Prepare quarterly reports, year-end reports, and W-2s.
22. Manage district scholarship accounts including preparation of deposits, reconciliations, preparation for distribution of funds, and maintaining scholarships. Coordinate with Guidance Counselors.
23. Maintain accounts and budgets for district grants in compliance with district policy. Prepare necessary claim forms.
24. Provide oversight to buildings for Student Activity Accounts. Reconcile monthly building statements.
25. Provide oversight to buildings for Petty Cash Accounts. Perform year-end reconciliation.
26. Perform monthly reconciliations on all district cash and investment accounts. Transfer money per board policies and procedures. Provide regular updates to the Director of Business Services.
27. Prepare financial reports as required for the Wisconsin Department of Public Instruction including the Budget Report, Annual Report, Special Education Budget Report, and the Special Education Annual Report.
28. Supervise payroll and accounts payable/receivable staff.

Legal Reference:

Cross Reference:

Approved: August 22, 2006

Revised May 28, 2013