

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

ACCOUNTING SPECIALIST

QUALIFICATIONS:

1. High School diploma, supplemented by a BA Degree in Accounting or Finance.
2. Three or more years' experience as an Accountant or Bookkeeper with proficiency in GAAP standards.
3. Proficient in software spreadsheet (Excel) analysis.
4. Strong organizational, time management, communication and interpersonal skills.

REPORTS TO: Business Administrator / Board Secretary

JOB GOAL:

Maintain accounting records for the school district's various funds. Provide analysis and trends as needed to assist Business Administrator in district financial management.

PERFORMANCE RESPONSIBILITIES:

1. Ensure compliance with the Board rules and applicable federal laws and regulations.
2. Knowledge and use of The Uniform Minimum Chart of Accounts For New Jersey Public Schools.
3. Process/code cash receipts for all district funds and retain records.
4. Maintain bank relations: prepare transfers, act as liaison for bank access, transfers and reconciling of transactions.
5. Reconcile bank statements, fund balance sheets accounts, cash flow reconciliations and investments by fund.
6. Prepare and record journal entries for balance sheets, revenue and expenditure accounts.
7. Assist with budget preparation and documentation as requested to include revisions of personnel allocations.
8. Collaborate with departments to ensure Federal and State Grants are spent.
9. Monitor expenditures to ensure compliance with accounting standards and adhere to budget constraints.
10. Oversee and maintain districts fixed asset inventory records.
11. Assist in the process of the districts Inventory of Records.
12. Assist with preparation of monthly and annual financial reports and all government reporting requirements; including, but not limited to, the Board Secretary, Treasurer's and CAFR reports.
13. Work closely with auditors to meet state and federal regulations.
14. Oversee and comply with the Open Public Records Act.
15. Process and distribute 1099's on a yearly basis.
16. Proficient in computerized fund accounting, payroll and personnel systems.

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17. Monitor and maintain all debt service obligations.
18. Maintain confidentiality in District financial access/functions.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for all school districts
<u>N.J.S.A.</u> 18A:6-7.1-7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:12	School Ethics Act
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:17-13	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A.</u> 18A:17-14	Clerks in the secretary's office
<u>N.J.S.A.</u> 18A:18A	Public School Contract Law
<u>N.J.S.A.</u> 18A:22	Budget and Appropriations
<u>N.J.S.A.</u> 18A:33	Facilities in general
<u>N.J.S.A.</u> 18A:39	Transportation to and from schools
<u>N.J.S.A.</u> 19:60	School election
<u>N.J.S.A.</u> 47:1A	Public access to government records
<u>N.J.A.C.</u> 6A:23	Finance and business services
<u>N.J.A.C.</u> 6A:26-2	Long range facilities plans
<u>N.J.A.C.</u> 6A:26A	District comprehensive maintenance plans
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>N.J.A.C.</u> 6A:32	District operations