

# Stafford County Public Schools

## Job Description



**Job Title:** Specialist, Accounting  
**Location:** Financial Services  
**Pay Grade:** A07  
**Work Calendar:** All 12 Month Employee  
**FLSA Status:** Non-Exempt

### **GENERAL PURPOSE**

Under the supervision of the Assistant Director of Financial Reporting, the Accounting Specialist is responsible for assisting with maintaining a centralized financial accounting system for the school division in accordance with generally accepted governmental accounting principles and executing or reviewing the proper recording of all financial transactions in the system.

### **MAIN JOB TASKS AND RESPONSIBILITIES**

#### **Reconciliation of Accounts**

- Record and classify cash receipt transactions in the financial system; prepare and make deposits.
- Maintain all vendor records for the division.
- Assist in the research and identification of transactions requiring 1099 reporting.
- Prepare and/or assist in preparation of monthly and end-of-year journal entries.
- Prepare and/or assist in identification, tracking, and recording of capital assets.
- Prepare reconciliations of general ledger account balances. Identify root causes of variances and corrective actions needed.
- Assist in the research and processing of outstanding checks and unclaimed property reporting.
- Monitor transactions, classifications of expenditures and account balances in centralized financial (general ledger) accounting system.
- Ensure monthly reports received from schools and departments are accurate and received timely.

#### **Assist with or conduct audits**

- Conduct internal audits of financial reporting internal control procedures as needed.
- Prepare and/or assist in preparation of audit schedules.

- Periodically assist in the review of accounting and financial reporting internal control procedures for all departments and functions within the school division, and recommend changes, if appropriate.

Support and demonstrate core values of [SCPS/Department]

- Engage in ongoing professional development relevant to position.
- Respond promptly and thoroughly to written and oral requests for information.
- Maintain a clean, neat appearance, appropriate to position.
- Maintain a record of appropriate attendance and punctuality.
- Serve as an role model for students, colleagues, and the general public.
- Work in close harmony with colleagues, supervisors, and co-workers.
- Comply with all District and School policies and regulations, including but not limited to guidelines for confidentiality.
- Perform other related duties as required/assigned.

**EDUCATION AND EXPERIENCE**

- High school diploma, G.E.D., or any combination of education and experience equivalent to graduation from high school, supplemented by courses in bookkeeping, accounting or a related position. College level accounting coursework preferred.
- Minimum of three years (3) of experience and/or training which would provide the required knowledge, skills, and abilities to perform varied accounting procedures and related clerical functions.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge
  - Financial accounting systems and internal controls and implementation thereof.
- Skills
  - Generate electronic documents and spreadsheets
- Abilities
  - Coordinate, manage, strategize and/or correlate data and/or information.
  - Make decisions based on an analysis and interpretation of empirical data.
  - Work cooperatively in a team environment to meet goals
  - Organize and perform work independently
  - Meet deadlines for all work even when working on multiple projects
  - Show sustained effort and enthusiasm in quality and quantity of work

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Work environment is light work, with quiet environment, temperatures that are controlled, and no exposure to chemicals or other negative air quality elements.
- The work is [TOIL] work, requiring exertion of up to [FORCE] pounds of force to move or lift objects.
- The following physical and mental abilities are representative of those expected to complete the essential functions of the job: standing for prolonged periods; sitting for prolonged periods; moving the hands, wrists, or fingers repetitively; moving with force on the back or lower body repetitively; feeling, grasping, or holding objections by hand; identifying colors visually; identifying objects in low light or distant conditions; communicating via spoken language; communicating via written language; perceiving sounds; making decisions using logic and rational thinking.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations shall be made, as required by law, to enable individuals with disabilities to perform the primary job functions herein described.

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties, just as though they were actually written out in this job description.