

Fredericksburg City Public Schools  
Fredericksburg, Virginia

**Job Description**

**TITLE:** Accountant I

**SUMMARY:**

Computes, classifies, records, and verifies financial data for use in maintaining accounting and audit records by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Provides assistance with external financial reporting, including state and federal grant reports and the Department of Education Annual School Report.
- Reviews general ledger accounts for accuracy and compliance with state and federal reporting requirements and completes reclassifying journal entries as needed.
- Manages general ledger accounts, such as posting and reconciliation of accounts and programs.
- Prepares and reviews audit schedules and work papers.
- Assists with the budget development process and budget tracking throughout the fiscal year.
- Compiles and reviews corporate purchasing card statements and transactions. Codes corporate purchasing card transactions for input to financial accounting system.
- Tracks and reconciles federal, state and local revenue.
- Manages financial reporting for School Nutrition program, including monthly reconciliations and state reporting.
- Assists with Accounts Payable and Payroll as needed.
- Special projects and other duties as assigned.

**REPORTS TO:** Director of Finance

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

- Accounting degree or equivalent from a four-year college required with a minimum of two years related experience, or equivalent combination of education and experience.
- Thorough knowledge of governmental accounting and audit terminology, methods and procedures.
- General knowledge of standard office procedures and practices. Ability to establish and follow detailed work procedures.
- Ability to post transactional data accounts and reconcile general ledger accounts with speed and accuracy.
- Experience with Tyler Munis Accounting Software or similar automated government finance systems is preferred.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general finance periodicals, journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff members.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee who successfully performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to fingers, handle, or feel. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually quiet and is characteristic of what an employee would encounter while performing the essential functions of this job.

**TERMS OF EMPLOYMENT:**

Twelve-month position (260 days) – eight hours per day.

**EVALUATIONS:**

Performance on the job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.