

## **STAFF ACCOUNTANT TECHNICIAN - FINANCE**

### **JOB SUMMARY:**

Position is responsible for performing administrative and accounting tasks in support of the Chief Financial Officer (CFO) and Director of Accounting. Performs accounting functions including reconciliation of general ledger accounts, assisting in audit and budget preparation. This position interacts daily with elected officials, senior executives, and the general public.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

The specific duties will include, but not be limited to the following:

- Performs a variety of clerical tasks such as document distribution, scan and electronic filing, maintain physical files, schedule and organize meeting schedules.
- Coordinates incoming mail, web and phone inquiries for the Budget and Finance Department and assigns/routes to appropriate administrators.
- Draft letters/memos, take notes, transcribe meeting minutes and proofread documents for errors (grammatical, content, policy, etc.).
- Prepare CFO and Director of Accounting for Board and other meetings (create binders/folders, finalize agendas, etc.).
- Schedule meetings between Board Members, Superintendent and other division executives.
- Assist CFO and Director of Accounting in reviewing and finalizing Board documents, the annual budget book, and the Comprehensive Annual Financial Report (CAFR).
- Assists the CFO with the planning of meetings and preparation of the annual budget document.
- Assists in preparation of applications for award programs involving budget, CAFR and other finance-related documents for submission to professional organizations.
- Gather information and coordinate with internal departments to ensure that the school division's insurance policy renewals are complete and accurate.
- Act as web-editor for the Budget and Finance Department to keep websites current at all times.
- Order departmental supplies; organize supply cabinets.
- Prepare CFO and Director of Accounting travel reservations and documents according to policy; process reimbursements.
- Maintain vehicle titles for division.
- Encumber funds, enter budget transfers, pay invoices, track payments for correctness/accuracy; reconcile MUNIS ledger accounts monthly.
- Performs any other related duties as assigned by the CFO and Director of Accounting.

**SUPERVISION RECEIVED:**

Directly supervised by the Chief Financial Officer and Director of Accounting

**WORK CONDITIONS:**

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Completion of standard high school diploma and completion of two years of college work, or any combination of experience and training which will provide the required knowledge, skills and abilities. Thorough knowledge of standard office practices, procedures, equipment and clerical techniques; and the knowledge of business English, spelling and math. Excellent computer skills, to include proficiency with Microsoft Office, spreadsheet and/or databases software. Ability to understand and follow verbal and written instructions. Demonstrated judgment, customer service and organizational skills. Ability to meet deadline requirements within a stressful environment and function effectively with other staff members to complete all necessary tasks.

**EDUCATION AND EXPERIENCE:**

High school diploma required. Any combination of education and experience equivalent to an associate's degree in Business Administration/Management and/or 2 years of Business and Finance experience in a School environment providing knowledge, skills, and abilities as cited above is required.

MUNIS Financial System experience preferred

This job description in no way states or implies that these are the only duties to be performed by the employee. The employee will be required to follow any instructions and perform any other job related duties as assigned by supervisor. Portsmouth Public Schools (PPS) reserves the right to update, revise or change this job description and related duties at any time.

PORTSMOUTH PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

[www.ppsk12.us/jobs](http://www.ppsk12.us/jobs)