

OB TITLE: JR. Accountant
DUTY DAYS: 240
PAY GRADE: N09
SALARY SCHEDULE: [Click for Salary Schedule](#)

Primary Purpose:

Daily maintenance of general ledger; assist School Secretary/Bookkeepers with problems as they pertain to the General Ledger. Train district personnel in Lawson regarding General Ledger reports and screens. Works closely with the Accounts Payable Department and assist the external auditors at interim and year end.

Qualifications:

Education/Certification:

- High school diploma or GED
- TASBO Certification a plus

Special Knowledge/Skills:

- Knowledge of Acceptable Accounting Procedures and Regulations
- Ability to develop and work with Spreadsheets and Databases
- Problem Analysis and Problem Resolution Skills
- Ability to communicate and interact effectively with district personnel and vendors
- Knowledge of Accounts Payable, Accounting and Payroll
- Knowledge of TEA Resource Guide, IRS and District Policies and EDGAR
- Knowledge of Lawson a plus

Experience:

- Three years accounting experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain complete and systematic records of district's financial transactions
2. Records details of financial transactions in appropriate journals and subsidiary ledgers
3. Research problems, analyze and compile information to prepare correcting entries
4. Back-Up for Account Payable bi-weekly check writing, plus any immediate payments that are requested
5. Back-Up to analyze and process electronic payments for regular checks and e-payables
6. Back-Up to analyze & report correct amounts for Accounts Payable transfer of funds
7. Document and record all in-district service department transactions to the general ledger manually and by upload
8. Prepare report and payment to remit monthly sales tax electronically to the state
9. Create accounting units, activate account codes and activity codes
10. Check G/L codes for compliance

11. Set-up and maintain Cost Center data base for various district vendors
12. Yearly roll of district's activity balances
13. Initiate the accrual of various transactions for posting
14. Work with external auditors in preparation of the interim and yearly audit
15. Work with Compliance Department as needed with coding and other accounting issues
16. Prepare monthly Board Reports for accounts payable transactions
17. Assist in proofing, preparing, mail and trouble shoot 1099-MISC forms to vendors and IRS
18. Special Projects and other duties as assigned

EQUIPMENT USED:

Calculator, typewriter, telephone/voicemail, computer, printer, copier, shredder, fax machine and power file cabinet

WORKING CONDITIONS:

Mental Demands:

Concentration; communicating; interpretive skills; reasoning skills; understanding verbal instruction; analyzing; analyzing; differentiating; memorizing; reading; coordinating; compiling; computing; instructing; maintaining emotional control; meeting deadlines

Physical Demands/Environmental Factors:

Light lifting; some eye strain due to continual work on computer; sitting; balancing; stooping; kneeling; reaching; repetitive hand motions; hearing; speech; visual acuity; driving (occasional trips to the campuses/departments).