

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

ACCOUNTANT

QUALIFICATIONS

1. Four (4) year degree in accounting required.
2. Preferred: SBA licensure (CE), CPA or three (3) years of Auditing experience
3. Proficient in Microsoft applications.
4. Demonstrates organizational, communication and interpersonal skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Business Administrator.

JOB GOAL

To maximize and coordinate business office efficiencies and operations

PERFORMANCE RESPONSIBILITIES

1. Assists in the duties, responsibilities and oversight of Shared Business Services including attending Committee, Caucus and Board meetings as the SBA's designee.
2. Prepare digital and/or manual bank deposits as necessary.
3. Prepare and record receipts, refunds, non A/R receipts, non A/P forms, year to date receipt adjustments, journal entries, disbursement adjustments, original appropriation & original estimated revenue entries as needed.
4. Access bank on-line service for:
 - Generate prior day activity reports
 - Transfer funds for bi-weekly payroll
 - Initiate bi-weekly direct deposit file
 - Initiate bi-weekly agency remittances
5. Post semi-monthly payroll to fund accounting.
6. Modify the encumbrances to the payroll purchase order.
7. Transfer funds as needed for petty cash accounts.
8. Reconcile all bank accounts.
9. Reconcile general ledgers accounts for monthly closing process.
10. Process debt service and lease purchase payments.
11. Track overall costs for substitute services and generate report for AP.
12. Prepare quarterly and annual cost reports for SEMI.
13. Maintain spreadsheet to track miscellaneous income, interest income, tuition income & tax levy.

14. Maintain spreadsheet to track Chapter 78 contributions.
15. Maintain all transactions related to food service.
16. Handle any returned deposited items as necessary.
17. Maintain all transactions related to the fuel facility.
18. Maintain and reconcile all grant reimbursements.
19. Help prepare annual budget from data supplied by the various departments of the school system and from the past expenditures and income.
20. Confers with other officials on revisions of the budget.
21. Assist in the district's annual audit.
22. Analyzes and directly or indirectly supervises the clerical and related work involved in the preparation of the annual budget for the district.
23. Miscellaneous special projects as assigned.
24. Prepares and oversees district transportation.
25. Assists Board Secretary in the formulation of effective policies and procedures for the office and other clerical and related operations of the business department.
26. Assists in drafting proposed motions and/or resolutions.
27. Collects and analyzes data needed as a basis for administrative decisions in addition to performing general administrative clerical and related work.
28. May directly supervise some designated phase or phases of the clerical and related work involved in maintaining financial and/or personnel records, preparing payrolls, making purchases, compiling statistical and other data, checking and approving invoices and vouchers, and collecting and depositing money.
29. Miscellaneous special projects as assigned.
30. All other related duties as assigned.

TERMS OF EMPLOYMENT

Twelve month contract. Salary to be determined by the Board of Education.

EVALUATION

Performance of this job will be evaluated annually by the School Business Administrator or designee

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **June 23, 2016**