

## Litchfield School District - SAU 27

<b>POSITION TITLE: ACCOUNTANT / ASSISTANT TO THE BUSINESS ADMINISTRATOR</b>	
<b>Job Description Approved By:</b> <i>Litchfield School Board</i>	<b>Date:</b> <i>5/19/2021</i>
<b>General Purpose:</b>	To assist the Business Administrator in the administration of the District's business affairs.
<b>Reports to:</b>	Business Administrator
<b>Supervises:</b>	N/A

### POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Maintain a complete and systematic set of records for all financial transactions of the District and Federal, State, and local grant funds that meet generally accepted accounting standards.
2. Maintain a chart of accounts for the accounting system in conformance with NHDOE requirements.
3. Bill accounts receivable and maintain accounts receivable file, and supervise the billing of tuition students.
4. Review and process purchase requisitions and work orders for proper assignment of fund and ledger charges, and budgetary controls.
5. Coordinate, process, and control transfers of budgeted funds as requested and approved by authorized personnel.
6. Issue purchase orders and maintain accounts payable file.
7. Oversee and coordinate all grant financial activity, including but not limited to, Federal and State Funds.
8. Prepare Federal Fund -- Monthly Reports for submission of State of NH Reporting..
9. Prepare General Fund, Special Revenue and Capital Project Fund Manifests.
10. Prepare analysis and projections of accounts as required by the Business Administrator.
11. Assist Business Administrator in the preparation of budgets and financial reports.
12. Assist in the preparation of the State DOE-25 and MS-25 end-of-the-year financial reports.
13. Maintain cash flow records (cashbooks) for all accounting entities and develop cash flow requirements.
14. Coordinate reconciliation of bank accounts and investments with the District Treasurer.
15. Prepare and post adjusting and closing entries on a monthly, quarterly, and year end basis, including revenues for all accounting entities.
16. Assist in coordinating the annual financial statement audit (and Federal Compliance audit, if necessary) and assist auditors in gathering information for the annual audit.
17. Maintain a familiarization of the procedures followed by the Accounts Payable, Purchasing, Payroll, and Human Resources.
18. Management of the School District P-Card Program.

19. Assist the Business Administrator in the preparation of budget books from the reporting software to be provided to the School Board and Budget Committee.
20. Assist in uploading official documentation from the School District to the NH Department of Revenue Administration.
21. Assist staff with accounting and purchasing related questions.
22. Perform other tasks and assume other responsibilities as may be assigned by the Business Administrator.

**TERMS OF EMPLOYMENT:**

Full Time, Year Round, At-Will, Exempt. Salary established by the Board.

**MINIMUM QUALIFICATIONS:**

1. Associates degree in Accounting, Finance or Business Administration.
2. Three (3) years administrative and accounting experience in a large company or public entity.
3. Knowledge/experience of school district and/or fund accounting.
4. Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

None.

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Rarely required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Rarely required

**Hand Manipulation:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Rarely required
4. Fingering:	Frequently required
5. Controls and Equipment:	Office equipment, computer, keyboard, mouse, printer, copier, calculator, adding machine, telephone, FAX machine, and postage meter.

**Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Rarely required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

**Work Surface(s):**

Standard office desk and chair, table. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>									<u>Total Hours</u>							
<b>Sit</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Stand</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Walk</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

**Work Performed:    Inside: 100%  
                              Outside: 0%**

**Cognitive and Sensory Requirement(s):**

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, vendors, regulatory agencies, and the community.

**Summary of Occupational Exposures:**

General office environment.

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district's liability insurance carrier.