GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: BOND/COST ACCOUNTANT
FINANCE DEPARTMENT
(BOND FUNDED POSITION)

GENERAL STATEMENT OF JOB

Under general supervision, applies principles of cost accounting to provide detailed expense and revenue information beyond that supplied by the general ledger accounting system for construction and major renovation/capital improvement projects. Work involves maintaining complete and systematic records of financial transactions (revenue sources/receipts, requisitions/encumbrances, payments, adjusting journal entries) by project on a daily, weekly, and monthly basis. Employee is also responsible for preparing related financial reports, which requires the application of accounting and bookkeeping principles within fiscal regulations including federal, state and local regulations and policies. Work requires the use of computer-driven data entry equipment for establishing and maintaining records and producing reports. Reports to the Chief Financial Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Maintains complete and systematic records of financial transactions (revenue sources/receipts, requisitions/ encumbrances, payments, adjusting journal entries) by project on a daily, weekly, and monthly basis.

Monitors individual projects and coordination with external Project Management resources as to actual funding/cash flow requirements versus budgeted appropriations/ expenditures and advises appropriate supervisory staff as to material deviations from estimated cash flows and project schedules.

Works with accounts payable technicians and other Finance/ Building Services team members to ensure proper and timely payment on vendor accounts of capital improvement projects.

By project, compiles expenditure data needed to requisition State School Building Bond Act of 1996 funds and requests cash required to pay invoices.

Prepares standardized and/or as requested reports to Program Administrator for Accounting, Chief Financial Officer, Deputy Superintendent of Business & Operations, Senior Executive Director Building Services, Superintendent, Board of Education, County Commission/staff, NC Department of Public Instruction and/or State Treasurer.

Works with appropriate school system and county staff to develop capital improvement projects

budget(s) to access non-county revenue sources first and thus maximize the county's opportunity to earn interest on the county capital outlay appropriation.
Maintains records of a variety of transactions according to individual fund accounts; receives copies of invoices, financial statements, bank deposits and/or related fiscal records, and reconciles with GCS records to prepare and mail reports to appropriate agencies or companies; maintains a variety of accounts, including but not limited to, employee life insurance, health insurance, 401(k) retirement plans, United Way contributions, credit union withholdings and/or contributions, garnishments, 403(b) annuities, and Cobra (dental).

Utilizes computerized data entry equipment and various spreadsheet, word processing and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; selects data from varied sources and summarizes information for standard reports and forms.

Records monthly federal and state programs expenditures and prepares requests for federal and state reimbursements, as appropriate; reconciles receipt of federal and state funds with requests, and prepares acknowledgment of receipts.

Maintains files and prepares lists of accounts receivable (telephone, transportation, utilities, substitute teaching, misc.); prepares cash receipts and bank deposits; reconciles assigned bank accounts; prepares and submits stop-payment requests to banks, as necessary.

Maintains files of canceled payroll and expense checks; posts voided payroll and expense checks.

Prepares quarterly reports of federal tax and Social Security withholdings; balances, sorts and distributes employee W2 and retirement fund reports.

Prepares, files and mails for publication annual escheat reports; compiles data for Labor Report and mails to state agency.

Prepares account adjustments for overpayment to employees and for incorrect withholdings; prepares refunds checks for withholding adjustments.

ADDITIONAL JOB FUNCTIONS

Reviews/audits payments on vendor accounts processed by accounts payable technicians.

Records transactions in journals, ledgers and special forms preparing and adjusting entries as necessary.

Prepares miscellaneous revenue account analysis to identify refunds due to other funds/agencies.

Assists in functions of mail room, as necessary.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting, cost accounting, governmental/fund accounting or a related field, and 3 to 5 years of experience in technical accounting/finance work involving computer spreadsheet applications and analysis; or any equivalent combination of training and experience which provides the required combination of knowledge, skills and abilities. Based on experience, the starting salary will range from $50,148.00 to $111,576.00.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, etc. Requires the ability to prepare correspondence, tax forms, reports, etc., using proper format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in standard English and government accounting terminology.

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Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of bookkeeping and cost accounting practices and procedures.

Considerable knowledge of state, local and school system fiscal regulations, policies and procedures.

Considerable knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

Considerable knowledge of Generally Accepted Accounting Principles, School System procedures and North Carolina General Statutes.

General knowledge of County organization and operational policies and procedures.

Ability to use a variety of common office machines, including a computer terminal, calculator and facsimile machine.

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Ability to organize and effectively process and maintain financial records and files, and prepare reports from them.

Ability to read and interpret various financial statements.

Ability to reconcile accounts.

Ability to understand and apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and the general public.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.