

**DEPARTMENT:** NORTH TONAWANDA CITY SCHOOL DISTRICT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** AUGUST 19, 2002

**SCHOOL ACCOUNTANT**  
**(North Tonawanda)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the accounting of all fiscal operations of the School District. The work is performed in accordance with general instructions outlined by the Assistant Superintendent for Administrative Services permitting considerable latitude for the exercise of technical accounting judgment in the classification of accounts and preparation of reports. Direct supervision is exercised over the work of subordinates engaged in the more routine phases of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- 50% Accounting
1. Prepares trial balances and maintains accounting records and ledgers;
  2. Assigns and reviews accounting activities including general ledger, audits, payrolls, etc.;
  3. Supervises the administration of a computerized financial management system;
  4. Manages the federal and state project budgets including submitting requests for funds and completing final expenditure reports;
  5. Collaborates with external auditor, providing needed information and assistance to complete annual audit and annual financial reports;
  6. Assists in the oversight and monitoring of the District's budgets;
- 20% State Aid
1. Oversees and completes the necessary reporting requirements for filing and receiving state aid;
  2. Provides assistance and guidance to district staff on required reporting for state aid;
  3. Responds to inquiries and audits by state agencies regarding district aid;
- 15% Food Service Program
1. Administers the application, approval and verification process for free and reduced meals;
  2. Submits required program renewals and documentation to the State Education Department;
  3. Reviews and approves food service expenses including food service contractor invoices;
  4. Oversees the submittal of requests for federal and state food service reimbursements;
  5. Supervises the reporting requirements for the federal donated commodities program;
- 10% Miscellaneous
1. Prepares salary and benefit projections related to employee negotiations;
  2. Supervises investments and borrowings;
  3. Assists with budget development and management;
  4. Performs other tasks and assumes other responsibilities as directed by the Assistant Superintendent for Administrative Services;
- 5% Employee Benefit Administration
1. Supervises the billings for health insurance benefits
  2. Assists the Personnel Department with financial matters related to employee benefits administration.

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**CONTINUED**

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of accounting; thorough knowledge of the principles, underlying laws and regulations governing school district financial operations; thorough knowledge of modern business management practices; skill in the use of personal computer hardware, integrated financial systems, databases, spreadsheets, and word processing software; problem solving, analytical and human relations skills; ability to supervise the work of others; ability to analyze and interpret financial data and to prepare appropriate statements and reports; ability to establish and maintain effective working relationships with others; ability to communicate effectively in writing and verbally; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree with a major in accounting **and** four (4) years of accounting experience; **or**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree **and** six (6) years of public sector accounting experience.

02/21/1996