



# Maury County Public Schools

<b>Job Title</b>	Accountant		
<b>Department</b>	Finance		
<b>Certified (Y/N)</b>	N	<b>Work Days/Year</b>	260
<b>FLSA Status</b>	Exempt	<b>Hours/Day</b>	7.5
<b>Reports to</b>	Supervisor of Business	<b>Supervises</b>	n/a
<b>Notes</b>	Salary Range \$42,078 - \$63,128		

**Qualifications:**

- Bachelor’s degree in accounting or other business-related field.
- Two years of work-related experience in governmental accounting.

**Job Goals:**

To maintain, coordinate, and implement financial activities of the school system, ensuring the integrity and reliability of financial reporting systems and that revenues and expenses are within budget limits and overall fiscal policies, practices, and regulations meet compliance requirements. Provides recommendations and implements processes and reporting procedures to ensure accurate record keeping.

**Suggested Job Duties:**

- 1) Works closely with other finance staff and operations personnel in the handling of day to day bookkeeping.
- 2) Works with department heads, managers, and /or principals in developing budget proposals and submitting the school system's fiscal year budgets.
- 3) Prepare journal entries and budget amendments for all general purpose and federal projects funds.
- 4) Prepare budget amendments in preparation for the board meetings.
- 5) Maintain users in accounting software.
- 6) Assist, train and consult with bookkeepers as needed.
- 7) Coordinate the annual school audit and activity.
- 8) Monitor and audit schools for compliance with applicable policies, rules and laws in school accounting functions.
- 9) Analyze expenditure and revenue accounts.
- 10) Assist in preparing monthly financial statements.
- 11) Reconcile monthly Trustee funds for General Purpose and Federal Projects.
- 12) Assist with year end close.
- 13) Attend school board and county commission meetings when needed.
- 14) Prepare and submit reports to the State in accordance with the State accounting manual.



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- 15) Enter new account numbers as needed
- 16) Assist with benefits reconciliation
- 17) Establish, monitor and perform internal controls and audits
- 18) Administer and oversee grant financial reporting and transactions in State reporting system
- 19) Analyze and authorize final approval for check requests system-wide
- 20) Assist other business office staff in state, local, and federal submissions, reporting and requirements; including W2's, 941's, 1099's, State Finance Reporting, Budget Report, etc.
- 21) Performs other job related duties as assigned by the Supervisor of Business.

## **Physical Demands**

This job may require lifting of objects that exceed 10 lbs. Other physical demands that may be required are as follows:

1. Talking
2. Hearing
3. Seeing

## **Work Conditions**

Normal work environment. May not always have a quiet place to work.

*This job description is not intended to be all inclusive; an employee will also perform other related duties as assigned by administration. MCPS reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.*