JOB DESCRIPTION

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| **Job Title:** | Accountant I | **Revision Date:** | 12/11/2017 |
| **Job Code:** | 80060 | **FLSA:** | Non-Exempt |
| **Salary Plan:** | Support | **Revised By:** | Barry Booker |
| **Pay Grade:** | SCH009 | **Comp Reviewed By:** | Judy Golter |
| **Funding Source:**  **Work Location:** | Local  (1) Primarily works at Bransford Office Campus | **Duration; # of months** | 12 months |

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| **Job Summary (2-3 sentences describing job purpose):**  The essential function of the position within the organization is to perform accounting functions, monitor related documentation, and provide assistance and accounting support to other accounting personnel as well as to other MNPS staff. The position is responsible for analyzing accounts, preparing and reconciling financial information, occasionally assisting other MNPS departments with financial information, and helping to maintain financial records and reports in accordance with District and government requirements.  **Reports to:** Director of Budgeting and Financial Reporting  **Department Name:** Budgeting and Financial Reporting  [**Primary Job Duties/Responsibilities**](#_top)**:** List, in the order of importance or time spent, the essential duties/tasks performed by the position. This is not an exhaustive list and employees may be assigned additional duties by management as required. | |
| Job Duty/Resp. 1: | Research and post accounting information appropriately. |
| Job Duty/Resp. 2: | Review and prepare billing statements and payments on behalf of MNPS. |
| Job Duty/Resp. 3: | Participate in the processing of account related information such as, payroll, accounts receivable, and/or accounts payable. |
| Job Duty/Resp. 4: | Maintain various financial reports and statements including year-end reports. |
| Job Duty/Resp. 5: | Verify, monitor, and reconcile accounts. Collect, enter, update, and maintain account information. |
| Job Duty/Resp. 6: | Interact with staff, different departments, and/or external agencies to ensure accuracy of accounts, respond to inquiries, and provide accounting support. |
| Job Duty/Resp. 7: | Provide information and assistance to internal and external auditors. |
| Job Duty/Resp. 8: | Perform related tasks as necessary such as research and analyze financial and accounting records to determine sequence of operations and account resolutions. |

Instructions: Fill in all blanks and dropdowns. Kronos access questions must be completed for payroll.

**Education and Experience Requirements**

**Education** (training/degree)**:** Required minimum: Bachelor’s degree in Accounting, Finance or related field.

**Experience Requirements:**Relevant accounting experience is preferred.

**Licenses, Certifications or Registrations Required:** N/A

**Skills Required:** Understanding of accounting practices. Knowledge of an Oracle-based accounting system is preferred. Adaptability and the ability to learn quickly, research and solve finance related problems. Strong interpersonal skills including the ability to provide a high level of customer service and establish and maintain effective relationships within the organization. Ability to prioritize and self-direct.

[**General Skills, Responsibilities, Requirements, and Impacts**](#_top)

**Data Responsibility:**

Level 2: Collects, classifies, and formats data or information.

**People Responsibility:**

Level 1: Follows instructions of supervisor.

**Assets Responsibility:**

Level 2: Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

**Mathematical Requirements:**

Level 3: Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

**Communications Requirements:**

Level 2: Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**Complexity of Work:**

Level 3: Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**Impact of Decisions:**

Level 2: Makes decisions with minor impact - affects only those in immediate work area.

**Equipment Usage (if applicable):**

Level 1: Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.

**Safety of Others:**

Level 1: Requires no responsibility for the safety and health of others.

**Kronos Set Up Data:**

**Meal Deduction –** Most Bransford office and district level employee have a meal deduction. They are scheduled 8.5 hours per day and get an hour lunch. Itinerants and retirees get a 30-minute lunch period and therefore do not have a meal deduction. All school based employees will not have a meal deduction.  **Auto Meal Deduction**

**Travel –** Itinerant non-exempt employees who travel will be using the time clock differently than others and are paid for travel time between work locations.  **Employee does not or seldom travels**

**Compensatory Time vs. Overtime (Support Non-Exempt Employees only) –** Does this department have overtime budgeted, i.e. Maintenance, Transportation, Food Service. If not, employees accrue comp time only.  **Employee can only accrue compensatory time**

**Restrictions –** Should employee be restricted to punch in and out within 7 minutes of their schedule start and end times?  **No, Do not restrict punches**

**Employee Type –** Clock, phone, supervisor, etc.Time Stamp

**Timekeeper –** Is the employee a timekeeper? **No**

**ADA Requirements/Compliance**

**Physical Demands:**

Level 2: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating machines, tools, or office equipment.

Additional requirements: Click here to enter text.

**Unavoidable Hazards:**

Level 1: The position is exposed to no unusual environmental hazards

**Sensory Requirements:**

Level 1: The position requires normal visual acuity and field of vision, hearing, and speaking.

**Metropolitan Nashville Public Schools is an Equal Opportunity Employer. ADA requires MNPS to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.**