JOB DESCRIPTION

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| **Job Title:** | Senior Accountant | **Revision Date:** | 9/28/2017 |
| **Job Code:** |  | **FLSA:** |  |
| **Salary Plan:** |  | **Revised By:** | Click here to enter text. |
| **Pay Grade:** |  | **Comp Reviewed By:** |  |
| **Funding Source:**  **Work Location:** | Please select from list.  Please select work location | **Duration; # of months** | Please select from list. |

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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 accounting support to other MNPS staff, i.e. bookkeepers, departments, and other accounting personel. The position is responsible for analyzing accounts, preparing, reconciling and approving financial information, auditing and maintaining financial records, assisting all MNPS departments with budgeting and other financial information, and auditing and maintaining financial records and reports in accordance with District and government requirements. The position works independently, collaborating with numerous employees within the organization.  **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 analyze financial and accounting records to determine sequence of operations and account resolutions. |
| Job Duty/Resp. 2: | Plan, implement, and approve account resolutions and related activities. |
| Job Duty/Resp. 3: | Coordinate and participate in the processing of account related information such as debt allocation, budget preparation, payroll, accounts receivable, and/or accounts payable. |
| Job Duty/Resp. 4: | Prepare, audit, and 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 developing new accounting policies and procedures. |

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

**Education and Experience Requirements**

**Education** (training/degree)**:** Required minimum: Minimum bachelor’s degree Preferred: Bachelor’s in Accounting, CPA License or working toward certification.

**Experience Requirements:**Bachelor’s Degree with four (4) years general ledger accounting. Five (5) years of combined experience in financial reporting; government/school accounting. Knowledge of federal, state and local laws, regulations and guidelines related to financial reporting and compliance. Working knowledge of an Oracle based accounting system. Ability to adapt to changes in the educational environment.

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

**Skills Required:** Ability to prioritize and self-direct. Good understanding of accounting. Excellent interpersonal skills; ability to provide a high level of customer service and establish and maintain effective interdepartmental communications and relationships.

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

**Data Responsibility:**

Level 4: Compiles, examines, or evaluates data or information and possibly recommends action based on results.

**People Responsibility:**

Level 3: Attends to the needs or requests of people and exchanges information with them.

**Assets Responsibility:**

Level 4: Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money

**Mathematical Requirements:**

Level 4: Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**Communications Requirements:**

Level 5: Reads professional publications; composes complex reports and manuals; speaks formally to small groups within and outside the organization.

**Complexity of Work:**

Level 5: Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

**Impact of Decisions:**

Level 3: Makes decisions with moderate impact - affects those in work unit.

**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 1: Requires sedentary work involving sitting almost all of the time, and little or no physical effort or dexterity.

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.**