

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

January 2019

SECTION I: GENERAL INFORMATION

Position Title: Accounting Generalist – Accounts Payable	Department: Business Office
Immediate Supervisor’s Position Title: Director of Finance	FLSA Status: Non-exempt
Band/Grade/Subgrade: C-4-2	Bargaining Unit: Office Employees Association
Distinguishing Characteristics of the Classification: Under the direction and guidance of the Director of Finance, the Accounting Generalist performs accounting tasks involved in the maintenance of district accounts payable, accounting of student activity funds, monthly bank reconciliation and health and dental benefit deductions in payroll that require some judgment and discretion in carrying out established accounting processes and procedures set forth by the Director of Finance and Board of Education. This position assists the Director of Finance in managing the chart of accounts, budgets and other projects as assigned. This position requires specialized knowledge, training and/or previous accounting/bookkeeping experience in order to perform the requirements of the work in accordance with departmental accounting procedures of the office. Positions are expected to perform these accounting functions with minimal supervision and are expected to exercise judgment concerning how and when to carry out the established processes pertaining to the job. Duties assigned to this classification require considerable detail and attention to accuracy. This classification differs from the Administrative Support Assistant occupational series in that the majority of the job involves bookkeeping and accounting tasks as compared to more office clerical and administrative duties found within the Administrative Support Assistant series.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Examples of the Classification)

Duty/Responsibility No:	1	Statement of duty/responsibility: Processes all purchase orders, p-card orders, bills and receipts for the district. Records, enters and maintains daily adjustments and transactions into the district’s financial system. Process purchase orders for non-public and home schools.
Percent of Time:	40	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Sets up and maintains vendor files and records. Reconciles discrepancies in vendor statements and resolves past due bills or credit balances. Maintains vendor, and accounts payable files. • Coordinates and processes p-card transactions for the district. • Processes vouchers and prints checks weekly. • Coordinates and orders supplies as requested by non-public and home schools. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Provides instruction, training and support to building level secretarial staff in accounting operations and routines of the district.
Percent of Time:	20	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Dialogues with building level secretarial staff daily to help answers question or resolve problems. • Assists in coordination of annual financial training for building level secretarial staff. • Trains new staff on site as needed. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Enters benefit deductions in payroll for health and dental insurance.
Percent of Time:	15	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Receives health and dental enrollment information from the Human Resources department, enters deductions into the payroll system. • Recalculates deductions for changes in enrollment or other factors. 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Completes monthly bank reconciliations and reports for the Board of Education.
Percent of Time:	15	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Ensures all month end transactions have been approved and posted. • Reconciles the district's general accounts and student activity accounts. • Researches and resolves discrepancies between bank statements and financial system. • Prepares monthly summary reports for the Board of Education. 		

Duty/Responsibility No:	5	Statement of duty/responsibility: Prepares required financial reports as needed.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Files quarterly sales tax report with the Minnesota Department of Revenue • Annually submits the 1099 reports to the IRS 		

Duty/Responsibility No:	6	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Assists Director of Finance in managing the chart of accounts. • Assists Director of Finance in managing the budget values in the finance system. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Basic understanding of accounting, bookkeeping functions and district operations as it pertaining to payroll processing, accounts payable, and/or accounts receivable. • Laws, rules, regulations and requirements pertaining to areas of accounting responsibility. • Knowledge of bargaining agreement terms and conditions dealing with salary setting, pay rates and benefits. • Fundamentals of general office and general administrative procedures and operational requirements. • Office equipment and typical productivity software, databases or customized systems/applications used within the district for processing payrolls (i.e. SMART-HR). • Knowledge of basic record retention, record/file/database maintenance requirements. • Basic understanding of data privacy requirements, provisions as it impacts the processing of accounting and financial records.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: At least 1-3 years of prior bookkeeping and accounting experience. Post secondary training can substitute for experience on a 1:1 basis.			
Required Supervisory Experience:			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring:	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials. • Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with employees, agencies, the public and department staff. • Reviewing, proofing, auditing and correcting coding and data entry, accounting records. • Preparing accounting reports and forms. 	

	<ul style="list-style-type: none"> • Applying and following district accounting and recording keeping operations in the maintenance of and processing of district financial reports. • Performing general office and clerical functions required within the office of assignment. • Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals. • Proficient in operating computers and applying office productivity software such as word processing, spreadsheet, database or customized software utilized by the department. • Performing work assignments requiring attention to detail, precision and accuracy and in accordance with set deadlines. • Performing assigned functions with minimal direction in accordance with established and set departmental operations.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		0

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total: 0
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is performed in a typical school district office setting and is subject to minimal environmental hazards and risks associated with the job.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X	X		
Physical (Lift & carry):		X		

up to 10 pounds				
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History:

Prepared 1/2004
Revised 2/2019.