

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

February 2019

SECTION I: GENERAL INFORMATION

Position Title: Accounting Generalist – Special Education & Accounts Receivable	Department: Finance Department
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 administrative/department managers, the Accounting Generalist performs accounting tasks involved in the maintenance of district accounts receivable files, management of special education procurement and compliance that require some judgment and discretion in carrying out established accounting processes and procedures set forth by accounting professionals. Positions assigned to this level require specialized knowledge, training and/or previous accounting/bookkeeping experience in order to perform the requirements of the work in accordance 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. 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, bills and receipts for special education programs across the district. Records, enters and maintains daily adjustments and transactions into the district’s financial system.
Percent of Time:	45	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Coordinate order and processing of all special education purchases for the District. Ensuring appropriate approval, ordering, receiving, documentation and communication with staff throughout process. • Manage p-card purchases and documentation for all special education purchases. • Process orders for payment and provide Accounts Payable with necessary documentation for payment. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Manages all deposits, accounts receivable and collections transactions for the District. Records, enters and maintains daily adjustments and transactions into the district's financial system.
Percent of Time:	30	

Tasks involved in fulfilling above duty/responsibility:

- Verifies receipts match deposit documentation from sites and programs.
- Sets up and maintains customer files and records.
- Reconciles discrepancies in deposits.
- Processes invoices monthly.
- Records, enters and maintains daily adjustments and transactions into the district's financial system.
- Sets up and manages District's online payment platform.
- Manages delinquent accounts for various programs and coordinates with district's collection vendor.

Duty/Responsibility No:	3	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:	10	

Tasks involved in fulfilling above duty/responsibility:

- 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:	4	Statement of duty/responsibility: Ensure District is in compliance with federal and state special education requirements.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Maintains SEDRA (Minnesota Dept of Education system to ensure accurate special education funding).
- Assists Director of Finance in management of Personnel Activity Reports as required under federal uniform grant guidance.
- Verifies draw requests from SERVS as provided by the Director of Finance.
- Assists Accounting Specialist – Payroll with special education distribution code management and payroll account code transfers.

Duty/Responsibility No:	5	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:

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<p>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</p>			
<p>REQUIRED EDUCATION/TRAINING (choose one)</p>		<p>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</p>	
	<p>less than high school diploma</p>		<p>Major field of study or degree emphasis:</p>
x	<p>High school diploma or GED.</p>		
	<p>1 year college</p>	<p>2 years college</p>	
	<p>3 years college</p>	<p>4 years college</p>	
	<p>1st year graduate level</p>		<p>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> • Basic understanding of accounting, bookkeeping functions and district operations as it pertains 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.
	<p>2nd year graduate level</p>		
	<p>Doctorate level</p>		
<p>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.</p>			
<p>Required Supervisory Experience:</p>			
<p>LICENSE/ CERTIFICATION</p>		<p>Identify licenses/certification required upon hiring:</p>	
<p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p>		<p>Skilled in:</p> <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and insurance carrier representatives. • 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 concerning addressing payroll issues, provisions or problems. • Reviewing, proofing, auditing and correcting coding and data entry, accounting records. 	

	<ul style="list-style-type: none"> • Preparing accounting reports and forms. • 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. • Using and 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
1	
TOTAL	
0	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

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				
<u>Employee is required to:</u>	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		
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:

Revised 12-11-2012.

Revised 2-2019