

**BOE Accountant**

**Nature of Work**

This is very responsible administrative and accounting work assisting with a variety of financial activities for Maury County Board of Education. Activities associated with the job include analyzing financial information and preparing periodic reports for local, state and federal agencies including end of year reports, performing federal bookkeeping and reimbursements and assembling statistical and accounting data upon request. Additional activities include entering original and amended budgets into the accounting system of the general ledger, printing expenditure reports for all departments and assisting with budget preparation documents. The incumbent also assists with analyzing and balancing monthly purchase orders, prints month end and year end closings, generates and adds new budget account codes and prepares journal entries in the correcting ledger as needed. Job related duties require considerable experience dealing with state and federal funds, considerable experience maintaining financial records and preparing summary reports for federally funded initiatives, strong organizational, interpersonal and decision making skills, and dedicated attention to detail. Job performance is evaluated by Finance Director through review of the accuracy, timeliness and thoroughness of financial transactions and operations, ability to meet deadlines and reporting requirements, knowledge of BOE operations and services, compliance with established financial policies and procedures and ability to interact effectively with co-workers, local officials and department heads. Job duties are also subject to audit by independent auditors and the State of Tennessee.

**Illustrative Examples of Work**

- Analyzes financial information and prepares periodic reports for local, state and federal agencies including end of year reports, federally funded projects, etc.
- Assembles and assists with analyzing statistical and financial data upon request.
- Prints expenditure reports for all departments for budget preparation and monthly department head meetings and helps with compiling information for the School Board to use in budget workshops.
- Analyzes and balances monthly purchase orders and prints month end closings and year end closings.
- Prepares and binds all general ledger reports for audit.
- Generates and adds new budget account codes as needed.
- Prepares journal entries in the appropriate ledger for the department.
- Prepares and maintains the computer operations and disaster recovery plan.
- Analyzes year-end balance sheets and purchase orders for reserve accounts before year end closing and closes out the general ledger for the current fiscal year.
- Reconciles credit card invoices and ensures documentation for transactions
- Prepares and maintains all cash receipts for the Board of Education.
- Processes federal funds reimbursements.
- Serves as a backup for all financial management operations for the Board of Education.
- Performs other duties as assigned by the Finance Director.

## **Necessary Requirements of Work**

Graduation from an accredited four year college or university with a B.A. (B.S.) Degree in Business Administration, Accounting or closely related field; considerable experience in governmental accounting; strong organizational, interpersonal and decision making skills; considerable experience in maintaining detailed and complex financial accounts and ledgers; ability to maintain a high degree of accuracy and attention to detail; thorough understanding of computerized accounting applications; or any combination of education and/or experience to provide the following knowledge, abilities and skills:

- Thorough knowledge of acceptable financial and accounting transactions including the development and maintenance of financial records, reconciliation of accounts, maintenance of audit trails, use of internal controls, etc.
- Thorough knowledge of grant funding opportunities available to county governments including types of grants available, matching requirements, financial reporting requirements, etc.
- Considerable knowledge of the computer operations in disaster recovery plan established for the Board of Education.
- Considerable knowledge of the Maury County finance departmental operations including fund accounting and accounts payable and receivable functions.
- Considerable knowledge of federal, state, and local government accounting practices and procedures (including GAAP and GASB accounting guidelines).
- Considerable knowledge of the State of Tennessee's Chart of Accounts.
- Considerable knowledge of computerized accounting programs including data base management, word processing and spreadsheet applications.
- Considerable knowledge of the structure and financial interface of Maury County Government offices and departments.
- Considerable knowledge of the services, functions and programs offered by Maury County departments and fee offices.
- Considerable knowledge of auditing procedures, standards and protocols.
- Ability to consistently make appropriate and timely decisions in accordance with established operational policies and procedures.
- Ability to prioritize daily, weekly and monthly activities to meet all established deadlines and reporting requirements.
- Ability to maintain all work related documents, ledgers and records in an organized and accessible manner ensuring the confidentiality of all protected and/or sensitive information.
- Ability to maintain detailed records of all monetary and accounts payable and accounts receivable transactions.
- Ability to manage multiple tasks and assignments in an organized and efficient manner.
- Ability to interact in a considerate, tactful and professional manner with co-workers, local officials, department heads and the public and maintain effective working relationships.
- Ability to perform accounting transactions in a consistently thorough, timely and accurate manner.
- Skill in the use of contemporary office equipment including calculators, FAX machines, copiers, computer terminals and multi-line phone systems.
- Skill in the use and application of accounting software programs, proprietary software including data base management, word processing and spreadsheet applications.

## **Necessary Special Requirements**

-Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.

## **Physical Requirements**

- This is light to medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 40 pounds of force occasionally and up to 5 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and occasional outside environmental conditions