

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Business/ Operations

TITLE: ACCOUNTANT

QUALIFICATIONS:

1. Hold a Bachelor's Degree in Accounting from an accredited college or university.
2. Have one (1) year professional accounting or auditing experience.
3. Hold a valid driver's license with no serious violations.
4. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
10. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Business Administrator

JOB GOAL: Under the direction of the Business Administrator, the Accountant performs accounting work and assists in maintaining the accounting system for the school district.

PERFORMANCE RESPONSIBILITIES:

1. Maintain financial records that support the development of the School Business Administrator/Board Secretary monthly report to the Board. Prepares deposits and other tasks associated with this report.
2. Prepare information for the Treasurer of School Monies.
3. Assist in the preparation of data for the auditors and for CAFR.
4. Assist in the processing of purchase orders.
5. Compile statistical and financial data as directed by the Supervisor of Accounting.
6. Reconcile and transmit reports and payments. Evaluate the accounting system to ensure that the methods and procedures are cost effective and efficient, making recommendations for needed changes.
7. Assist the School Business Administrator/Board Secretary with budget preparation.
8. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and

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responsibilities.

9. Attend required meetings and serve, as appropriate on staff committees.
10. Use computers and/or electronic equipment to fulfill job functions.
11. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
12. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
13. Participate in appropriate in-service and workshop programs and attend any required meetings.
14. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
15. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
16. Performs other related duties as assigned by the superintendent or school business administrator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

1. The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.
2. Exposure to a variety of childhood and adult diseases and illnesses.
3. Occasional exposure to a variety of weather conditions.
4. Exposure to heated/air conditioned and ventilated facilities.
5. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
6. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 12-month employee, salary and work year as set by the BOE.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

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Approved by: Pleasantville BOE

Date: September 15, 2015

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:4-14, -14.1	Uniform system of bookkeeping for school districts
<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
<u>N.J.A.C.</u> 6A:23A-16	Double-entry bookkeeping and GAAP accounting
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.