

DeKalb County School District

Position Specification

Title: Accountant II

DIVISION: Finance

DEPARTMENT: Accounting

REPORTS TO: Manager III, Accounting

RETIREMENT: Teachers Retirement System

GRADE/SCHEDULE: 122

WORKDAYS: 246

FLSA STATUS: Non-Exempt

APPROVED (HR): April 1, 2022

GENERAL STATEMENT OF JOB

Under general supervision, performs advanced and specialized accounting assignments for the DeKalb County School District.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

The following duties are representative of this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

• Prepares and records deposits for DeKalb County School District (DCSD)
• Prepares and records journal entries for inter-fund transfers between accounts
• Processes and reconciles Federal and State tax payments
• Record reclassification journal entries
• Coordinates and processes annuity refunds and adjustments and monthly stipend receipt payments for payroll processing
• Reconciles and transfers Georgia Merit System (GMS) files for monthly and semi-monthly payrolls
• Processes demographic and termination files weekly for Fidelity upload
• Uploads manual check files for Payroll and Accounts Payable voucher clearing
• Provides journal entry and check submission guidance and training to other departmental users
• Processes and submits payroll deduction files to appropriate vendors
• Performs other duties as assigned

MINIMUM QUALIFICATIONS

- High School Diploma or GED required. Associate degree preferred.
- Minimum three (3) years of accounting, finance, bookkeeping, or closely related experience and demonstration of proficiency necessary to perform the duties for the position required.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Generally Accepted Accounting Principles (GAAP), financial analysis and expenditures, and disbursements
- Knowledge of banking and cash management procedures
- Skilled in effective oral, written, and interpersonal communication
- Skilled in quantitative financial analysis and problem reconciliation
- Ability to perform all accounting functions using automated and manual financial management

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- Ability to recognize situations requiring modified financial analysis and/or accounting procedures
- Ability to develop relationships and maintain consistent contact with students, parents, and colleagues
- Ability to use relevant computer application
- Ability to prioritize assignments and manage multiple tasks simultaneously.

PHYSICAL REQUIREMENTS

Lifting: Ability to lift up to 20 pounds occasionally with assistance and up to 10 pounds frequently without assistance.

Talking: Expressing or exchanging ideas using the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Hearing: Ability to receive detailed information through oral communication and make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three-dimensional vision), accommodation (adjustment of lens to the eye to bring an object into sharp focus), the field of vision (the area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

PERFORMANCE FACTORS

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only a few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding, or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

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Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

Travel: Ability to travel throughout the school system and across the country and abroad on behalf of the school system.

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