

## Job Description

**Job Title:** Accounting Support Specialist - General Accounting    **Supervisor:** Supervisor of General Accounting & Risk Management  
**Job Classification:** Exempt    **Pay Grade:** 31  
**Contract Length:** 245 Days

### **Job Summary**

The Accounting Support Specialist is responsible for providing support to the Accounting department for accounts payable, receivables, and grant ledger transaction and ensures the accurate maintenance of accounting records to include ledgers, journals, receipts and invoices. Supports school bookkeepers and principals regarding school activity funds, assist them in monitoring accounts, and provides technical assistance in the proper use of bookkeeping software, to include assisting bookkeepers in monthly reconciliation of school bank accounts. Performs accounts payable, receivables and grant ledger transactions. Assists in preparations for annual audits.

### **Essential Duties**

1. Supports school bookkeepers and principals regarding school activity funds, assist them in monitoring accounts, and provides technical assistance in the proper use of bookkeeping software, to include assisting bookkeepers in monthly reconciliation of school bank accounts.
2. Maintains accurate records, including ledgers, journals, receipts and invoices. Performs accounts payable, accounts receivable and grant ledger transactions.
3. Assists in preparations for annual audits by outside vendor including journal entry adjustments, accounting analysis and preparation of detailed financial schedules and statistical accounting data to include any inquiries and requests. This includes the annual audit of school activity funds.
4. Processes checks and cash received by the accounting department.
5. Performs clerical and administrative tasks for the Business office to include answering the phone, managing visitors, filing, maintaining office supply inventory, invoice payments, coordinating maintenance of office technology equipment, performing mail distribution, aiding employees that have lost or damaged copier cards or need first-time access.
6. Processes monthly division local travel.
7. Oversees the distribution of gas cards, receipts and payments for the Administration building white fleet.
8. Makes requests for support into the Facility & Maintenance School Dude workorder system and Technology issues made in the Technology Issue Trak system.
9. Maintains key lockbox and assignment of keys and security key scans for the Administration building.
10. Processes Administration building staff's Worker's Comp claim forms in the Worker's Comp system under the supervision of Human Resources staff.
11. Models nondiscriminatory practices in all activities.
12. Performs other related duties as assigned.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.)

### **Other Duties**

1. Performs any other related duties as assigned by the Supervisor of Accounting or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess an Associate's degree with major coursework in accounting, finance, business or public administration and at least two years of relevant experience or any equivalent combination of experience or training. Skilled in the use of financial management systems for business transactions and basic database maintenance. Demonstrate appropriate understanding and working knowledge of accounting principles and internal control and appropriately apply them. Must be able to work under minimal supervision. Must have ability exercise professional decorum. Must possess excellent organizational skills and the ability to handle details accurately. Ability understand and follow oral and written directions; ability to establish and follow detail work procedures; ability to reconcile accounts and to perform mathematical computations with speed and accuracy. Demonstrated ability in the use of financial systems at the transaction level and the use of Microsoft Office products.

**Working Conditions & Physical Requirements**

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Accounting

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Accounting Support Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Accounting or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

07/2025