

Job Description

Job Title: Accounting Support Specialist

Supervisor: Supervisor of Accounting

Pay Grade: 33

Job Classification: Exempt

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. Performs accounts payable, receivables and grant ledger transactions. Position is responsible for managing the collection and review of data used to request Impact Aid funding and ensure accurate and timely reporting of this data. Position collaborates with the Executive Director's, Instructional Supervisors, Purchasing and the Warehouse staff for adoption of new textbooks and consumables and the inventory and maintenance of division textbooks using the textbook inventory system. Position supports school bookkeepers and administrators regarding school activity funds and assists in monitoring their accounts as well as assistance in the proper use of bookkeeping software. Provides training to school office and instructional staff for the collection of Impact Aid data and textbook adoption and maintenance. Monitors, interprets and explains complex federal, state and local laws as they pertain to Impact Aid funding, new Textbook adoption and maintenance. Assists in preparations for annual audits.

Essential Duties

1. Monitors, interprets and explains complex federal, state and local laws as they pertain to Impact Aid funding, new textbook adoption and maintenance and the proper use and reporting of these funds.
2. Responsible for the collection and review of data used to request Impact Aid funding. This includes reviewing calculations and entries on applications to determine the requirements to file the report.
3. Monitors the Impact Aid & Textbook funding revenue transaction to ensure all deposits are recorded properly and the expenditure transactions are timely and accurate.
4. Collaborates with administrators to check existing inventory at warehouse & other school locations for textbook or consumable requested prior to initiating new order.
5. Manages the textbook requisition process, by verifying funding and submitting requisition and ordering information to Purchasing department for processing to include receipt in financial system of textbook or consumable order after it is delivered to warehouse. Ensures proper barcode labeling and delivery.
6. Verifies accurate recording of textbook database inventory with new textbook adoption. Annually audits textbook inventory database for accuracy prior to start of a new school year.
7. Provides training to school office and instructional staff for the collection of Impact Aid data and textbook adoption and maintenance.
8. Assist in the review of purchasing card (PCard) transactions for compliance with division policies and procedures.
9. Researches, summarizes and analyzes information; and compiles data to prepare financial and recurring reports.
10. 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.
11. Maintains accurate records, including ledgers, journals, receipts and invoices. Performs accounts payable, accounts receivable and grant ledger transactions.
12. Provides unclaimed property and mileage reimbursement data, collection and communications support.
13. 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.

(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)

Requires any combination of education and experience equivalent to a Bachelor’s degree with major coursework in accounting, finance, business or public administration and at least two years of relevant work experience. 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:

Supervisor

Date

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

Employee Name (Print)

Signature

Date