



Little Rock School District

JOB DESCRIPTION

Position Title: Accountant- Finance and Accounting

Prepared Date: 12/05/2022

JOB GOAL:

To work effectively, professionally and cooperatively with internal office staff, other District school and department staffs, and the public, in the successful achievement of the Department's objectives and responsibilities.

TERMS OF EMPLOYMENT:

Twelve (12) Month (245 days) contract, Pay 802 Grade 11, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon experience. **FLSA: Non-Exempt.**

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university is required.
2. Five (5) years of experience in public or private sector accounting and/or bookkeeping.
3. Experience in computer operations including working knowledge of Microsoft Office Products required. Experience with eFinance software preferred.
4. Evidence of strong skills in meeting and dealing with District employees and the public in a manner that will promote a positive image of the school district.
5. Proficient in use of desk calculator.
6. Strong oral and written communications skills.
7. Evidence of a strong commitment to quality desegregated education.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Responsible for logging of invoices for payment and reconciling those invoices to Purchase orders or other methods of payment.
2. Responsible for the dissemination of invoices to applicable schools/departments for Purchase order creation if Purchase orders do not exist.
3. Responsible for working with district vendors to ensure the proper and timely payment of district invoices and obligations and maintaining file documentation for such payments.
4. Ensures items ordered by the District have been properly received by the schools/departments.
5. Consolidates and batches purchase orders for payment.
6. Assists in the responsibility for data entry of purchase orders and pay vouchers for weekly accounts payable cycles as needed.
7. Collects, collates and maintains statistical information, data and records.



Little Rock School District

JOB DESCRIPTION

8. Prepares correspondence and reports as needed and directed.
9. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.