

## **JOB DESCRIPTION**

**JOB TITLE:** Accounting Specialist

**DATE:** November 2022

**REPORTS TO:** Director of Finance

**OTHER:** Hourly, Year-Round full-time position located in the Business Office

**EVALUATION:** Annually by Director of Finance

### **JOB GOAL/PRIMARY PURPOSE:**

Under the direction of the Director of Finance, working closely with other Business Office staff, provides a wide variety of administrative support in matters pertaining to finance, business, and accounting. The position requires independent judgment and action in dealing with district staff, external agencies, and the public on a variety of matters and must maintain a high level of confidentiality in the performance of all duties.

### **QUALIFICATIONS:**

- ✓ Associate degree preferred; or relevant work experience
- ✓ Current State of Maine Criminal History Records Check approval
- ✓ Familiarity with MDOE regulations and reporting
- ✓ Strong organizational, communication and interpersonal skills
- ✓ Ability to work independently and with a high degree of accuracy and organization

### **ESSENTIAL FUNCTIONS:**

Responsibilities may include but are not limited to the following:

- Facilitates the smooth flow of district purchasing activities, preparing, and encumbering all purchase orders as approved by Administration.
- Coordinates the timely processing of receipt, review/approval, and payment of invoices for district goods and services received.
- Coordinates all district purchasing and accounts payable processes including adding vendors, requesting W9s, purchasing and payment activities, including voiding and reissuance of checks.
- Responsible for the annual 1099 filing with IRS and contractors.
- Coordinates the district capital asset tracking process and facilitates annual inventories for district assets as required by the internal financial controls.
- Receives and processes cash and receipts preparing the daily deposit for the bank.
- Works with Special Education to properly track, process, and pay for tuition payments. Provides information to Special Education for annual reporting requirements (EFS 07, EFS 214)
- Coordinates and works in conjunction with the Director of Finance to develop financial reports and budgets.
- Oversees and works with building administrative assistants to ensure the proper handling of student activity accounts. This includes the creation of all categories, year-end processing set up. Assists all departmental administrative assistants with the required financial recordkeeping for that location's student activity accounts and other financial responsibilities. Provides guidance as needed including regular (semiannual) on-site audit of each location's records.
- Oversees and maintains district scholarship and trust accounts, acts as the district's coordinator in conjunction with scholarship committee and works with administration on the various scholarship and trust accounts.
- Maintains a cash flow worksheet for the Nutrition program which includes all weekly deposits.
- Creates Journal Entries upon request of Director of Finance.
- Works with the transportation department to properly account for field trip and other transportation expenses. Creates the necessary transportation field trip journal entries for the proper accounting

of these expenses.

- Assists the Director of Finance in preparation for the pre-audit, audit, and development and ensuring compliance with district internal accounting controls.
- Prepares all external and internal invoices in the accounts receivable process.
- Coordinates the monthly process of balancing invoicing and accounts receivable process.
- Monitors bank accounts for outstanding checks and acts upon stale checks.
- Regularly reviews the State of Maine unclaimed property reports.
- Promotes positive employee relations through exemplary customer service.
- Ensures district compliance with business and financial data retention requirements, coordinating annually by purging files that have passed the retainage requirement, moving files from the office, and preparing for the new year fiscal year.
- Provide coverage for other business office staff during break times, and employee absences.
- Develops and maintains positive working relationships with towns, administrators, district employees, public officials, vendors, and the public.
- Performs other duties as assigned by the Director of Finance, Assistant Superintendent and/or Superintendent.

#### **BACKUP COVERAGE SUMMARY**

- The Accounting Specialist will be phone support backup and be able to provide coverage as needed.