



Job Description Montgomery Independent School District

Job Title: Accountant	Exemption Status: Exempt/Administrative
Reports to: Executive Director of Financial Services	Date Revised: January 2022
Dept./School: Financial Services / ESC	Salary: PG 4 Admin/Professional – 221 Days

Primary Purpose:

Perform professional accounting work relating to the preparation, administration, and control of the district's financial resources.

Qualifications:

Education/Certification:

Bachelor's degree in accounting or other financial related field with school district accounting experience
TASBO Certification (preferred)

Special Knowledge/Skills:

- Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB)
- Knowledge of computerized accounting systems
- Ability to analyze and interpret financial data, evaluate accounting problems, develop data, and recommend improved procedures
- Ability to develop complex accounting reports, spreadsheets, and databases
- Effective organizational, communication, and interpersonal skills

Experience:

3+ years accounting experience at a high level of responsibility (preferred)

Major Responsibilities and Duties:

Accounting

1. Classify, record, and summarize numerical and financial data to compile and maintain financial records according to governmental accounting principles and district procedures.
2. Compute and prepare data for journal entry and budget transfers.
3. Prepare income statements, balance sheets, consolidated statements, and other statements and reports.
4. Monitor and reconcile expenditures with budget availability.
5. Set up and maintain account controls, logs, and files.
6. Perform cost accounting activities, bank reconciliation, or accounting for grant expenditures.
7. Review and verify accuracy of journal entries, accounting methods, and procedures.

Administration

8. Work with administrators, principals, directors, and staff regarding budget and accounting issues.
9. Follow district safety protocols and emergency procedures.

Records and Reports

- 10. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
- 11. Compile, maintain, and file all reports, records, and other documents required, including auditable records and financial statements.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Name: _____ ID# _____ Campus _____

Signature: _____ Date: _____