

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Accountant
- REPORTS TO:** Business Administrator/Board Secretary
- QUALIFICATIONS:** Accounting Degree
Required criminal background check and proof of US citizenship or legal resident alien status
- JOB GOAL:** To assist in the establishment of a financial accounting and budgeting system in accordance with Generally Accepted Accounting Practices (GAAP) and to assist in the transition between computerized financial systems.

PERFORMANCE RESPONSIBILITIES:

1. Perform district accounting procedures in compliance with GAAP standards.
2. Prepare ledger and fiscal accounting system.
3. Prepare systematic reporting system for monthly account balances and reconciliation with Treasurer of School Monies.
4. Perform procedures for monthly closing and reconciliation of accounts.
5. Organize and prepare fiscal information for entry into the districts computerized Financial Management System.
6. In consultation with the School Business Administrator and school district auditor develop financial routines and procedures for maintenance of the districts financial system.
7. Responsible for Annual audit documentation.
8. Prepare yearly tax requirements and transmit to various state agencies.
9. Requisition monthly taxes and insure receipt thereof.
10. Maintain financial records in compliance with State and Federal guidelines for all grants.
11. Oversee food services financial operations and reimbursements; and accountability for Federal lunch program.
12. Prepare W-2s
13. Prepare and mail 1099s to appropriate district vendors.
14. Perform any such other duties that may be assigned.

Date Approved: 5/12/09

Revised: 9/24/09

Revised: 5/22/14