

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Staff Accountant Business Services

Supervisor:	Assistant Superintendent for Business and Operations, CSBO		
FLSA Status:	Non-Exempt	Employee Group:	At-Will

Qualifications:

1. Minimum of Bachelor's Degree with emphasis in Business/Accounting or comparable experience
2. Experience in the use of Microsoft Word, Excel, and computerized accounting systems
3. Highly motivated, self-starter
4. Excellent organizational skills
5. Strong numeric aptitude
6. Excellent communication skills both verbal and written

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hour day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Performs duties to assist Business Services Department in the administration of school district business tasks.
2. Prepare monthly financial reports.
3. Prepare the annual budget and budget projections and reports.
4. Prepare audit work papers.
5. Prepare annual Newspaper Report, and other State/Federal reports.
6. Prepare bank reconciliation, journal entries, and account/program cost analysis.
7. Assist in the development of training programs for district staff on topics related to the district's business affairs.
8. Review and generate monthly accounting statement and reconcile all manner of funds on a monthly basis.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.