

# JOB DESCRIPTION

## TRENTON BOARD OF EDUCATION

### Senior Accountant

**JOB TITLE:** SENIOR ACCOUNTANT

**REPORTS TO:** Assistant Comptroller

**SUPERVISES:** N/A

**NATURE AND SCOPE OF JOB:** Under the direction of the Assistant Comptroller, the Senior Accountant performs complex accounting work that includes preparing financial statements and maintaining an accurate accounting system.

#### **QUALIFICATIONS:**

The Senior Accountant shall:

1. Hold a Bachelor's Degree in Accounting or related field. Master's Degree preferred.
2. Have experience beyond the Bachelor's Degree with preference in New Jersey Public School District accounting.
3. Knowledge of Generally Accepted Accounting Principles (GAAP) procedures, other State and Federal Grant guidelines as they pertain to a school district and experience in general accounting.
4. Demonstrate excellent organization skills.
5. Demonstrate ability to work independently.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration.
8. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **EMPLOYMENT TERMS:**

The Senior Accountant shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified in the TB&T Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

## **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Senior Accountant shall:

1. Assist the Assistant Comptroller in the planning and development of work flow for the Payroll Department, in order to process payroll in a timely and accurate manner
2. Maintain accurate financial records for the payroll department
3. Maintain, reconcile and prepare all financial records for all agency accounts
4. Compile payroll data necessary for reporting and transmitting to Federal and State agencies
5. Review and assist in the preparation of all quarterly and year-end reports (wage, tax, pension, etc.)
6. Assure accuracy of the payroll disbursement journals and reviews payroll accounts for GAAP codes assigned
7. Prepare computer transactions to adjust accounts which need to be submitted to the Accounting Department
8. Attend workshops and conferences for up-to-date payroll procedures and issues
9. Review monthly Board Agenda to ensure accurate payroll changes
10. Assist in the preparation of any and all reports assigned by the Assistant Comptroller
11. Prepare transactions to adjust accounts which need to be submitted to the Accounting Department
12. Enter, review and analyze all accounting functions and records
13. Maintain all student activity accounts
14. Assist with the annual audit
15. Assist with the monthly and yearly closing (accounting and payroll)
16. Review, analyze and record monthly payroll entries
17. Maintain and record all accounting and payroll transactions in Quicken and the District's database
18. Assist with the planning and recording of the district-wide annual budget (NJDOE)
19. Prepare pension certifications for retirements, withdrawals and deaths
20. Prepare and submit all W-2s and 1095Cs to New Jersey and Pennsylvania
21. Perform other related duties as assigned by the Assistant Comptroller, Assistant Business Administrator or Business Administrator.

## **EVALUATION**

The Senior Accountant shall be evaluated in accordance with Board of Education Policy.