GENERAL LEDGER ACCOUNTANT

Purpose Statement
The job of General Ledger Accountant was established for the purpose/s of providing support to department activities with specific responsibility for ensuring that overall fiscal policies, practices and/or regulations meet compliance requirements; assisting the Director of Budget and Finance, school principals and bookkeepers; and managing school system ledgers and records financial data in a complex specialized environment.

This job reports to Budget & Finance Director

Essential Functions

• Analyzes transaction data for specific account codes for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.

• Assists state and federal auditors for the purpose of conveying information in accordance with established guidelines.

• Assists with payroll accounting (e.g. calculating payroll tax deposits, reconciles payroll data, prepares notification of payroll direct deposit/payroll tax amounts, IRS forms, etc.) for the purpose of providing requested supporting documentation, information on internal processes, and/or coordinating activities.

• Audits Capital Projects (e.g. construction applications, construction invoices, legal services invoices, etc.) for the purpose of ensuring proper account codes, mathematical correctness and availability of funds.

• Collaborates with other administrative personnel and/or outside agencies for the purpose of implementing and maintaining services and/or programs in accordance with established financial policies, practices, laws and/or regulatory guidelines.

• Maintains budget for specified funds in the accounting system for the purpose of ensuring compliance with all Industry standards.

• Maintains spreadsheets for the purpose of ensuring cash balances are managed on a weekly basis, reconciling monthly expenditures and revenues and general ledger cash balances with records of the Williamson County Trustee on specified funds.

• Monitors receipt of all State and Federal funding to the general ledger for the purpose of ensuring the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices and regulatory requirements.

• Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

• Prepares a wide variety of finance-related documents (e.g. positions funded through outside organizations, substitute teachers, site-based overage invoices, CTE Day-Care invoices, reimbursed transportation costs, etc.) for the purpose of ensuring funds are collected from outside sources, documenting activities, providing written reference, and/or conveying information.

• Provides technical expertise and direction to staff and administration regarding accounting issues and related financial activities for the purpose of conveying pertinent information regarding the organizations financial operations and ensuring compliance with established policies, practices and regulatory requirements.

• Records budget resolutions and transfers in financial records for the purpose of monitoring budget compliance.

• Researches a wide variety of financial and administrative topics for the purpose of providing information and/or recommendations that impact the organizations operations.
Responds to inquiries from a wide variety of internal and external sources (e.g. staff, insurance companies, government agencies, etc.) for the purpose of providing information, direction and/or appropriate referrals.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience**

Job related experience within government specialized field is preferred.

**Education**

Bachelors degree in job related area.

**Equivalency**

None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

CPA, CGFM preferred

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

04/30/2013