

# Cochrane-Fountain School District – Job Description

## Title: Accounts and Budget Specialist

### Summary:

The Accounts and Budget Specialist is responsible for accounting and clerical tasks related to the efficient maintenance and processing of financial transactions, the district budget, and DPI grants and financial reports.

### Essential Duties and Responsibilities:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

### Account Management

- Oversee the District's accounting procedures and record keeping functions.
- Ensure that the District's financial transactions comply with the Wisconsin Uniform Financial Accounting Requirements (WUFAR), Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB)
- Monitor the District's cash flow.
- Reconcile all District bank accounts monthly.
- Assist in developing financial projections.
- Assist in managing the District's liability insurance.
- Administer and manage the District's employee benefit plans and records including Wisconsin Retirement (WRS).
- Prepare DPI required reports.
- Prepare for and assist with the District's annual audit.

### Annual Meeting Preparation and Budget Facilitation

- Work with superintendent to prepare and revise the annual budget.
- Prepare and record fund transfers.
- Develop and publish annual meeting documents.
- Communicate tax levy to local government agencies.
- Monitor DPI financial communications.
- Prepare DPI required reports.

### Board Support

- Prepare monthly financial reports for regular board meetings.
- Prepare and distribute board meeting agendas and board packets.
- Post board meeting agendas to meet legal requirements.
- Prepare board candidacy forms and assist in candidacy process.
- Attend regular monthly meetings to assist with attendance, public participation, and minutes.

### Additional District Office Responsibilities

- Assist district employees with questions regarding employee benefits.
- Process purchase orders
- Process deposits
- Process mail delivery
- Oversee travel reservations for District employees.
- Other duties as assigned.

### Grant Support

- Oversee grant processing requirements.

## **Professional Responsibilities**

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to legal and procedural requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Follow all local, state, and federal regulations as they apply to the job.
- Perform other duties as assigned by Administration.

## **Typical Physical Requirements**

- Exertion of 30-60 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

## **Qualifications for Employment**

### Required

- Bachelor or Associate degree in Accounting
- Technology skills needed to effectively perform job
- Effective oral and written communications
- Organizational and time management skills
- Positive Interpersonal skills

### Preferred

- Working knowledge of Alio Software system
- Working knowledge of Infinite Campus
- Recent responsible office experience

## **Terms of Employment**

Employment is full time, 12 months. Salary, benefits, and other compensation options to be recommended by the Superintendent and approved by the Board.

## **Evaluation**

Annual evaluation to be completed by the Superintendent.

**Adopted by the Cochrane-Fountain City School Board: 2/17/2021**