

**Montclair Public Schools  
Personnel Department**

**JOB DESCRIPTION**

**TITLE:**                   **Accountant**

**QUALIFICATIONS:**

1. A Bachelor's Degree in Accounting or Finance.
2. Evidence of the ability and/or on-the-job training in the areas of responsibility
3. Evidence of 3-5 years of satisfactory experience in areas, which would indicate the ability to perform listed duties, preferable in a school setting.
4. Strong interpersonal and communication skills.
5. Demonstrated ability to perform all responsibilities listed in job description in a satisfactory manner.
6. Such alternatives to the above as the Board of Education may deem appropriate and acceptable.
7. Required criminal history background check and eligibility to work in the United States
8. Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REPORTS TO:**       School Business Administrator and/or Designee

**JOB GOAL:** Under the direction of the School Business Administrator and Assistant Business Administrator, performs routine accounting work involved in preparing financial statements and in maintaining an accounting system; does related work as required.

**PERFORMANCE RESPONSIBILITIES:**

1. Recording of receipts, expenditures and/or vendor payments in all funds for the district on a timely basis.
2. Perform routine vendor file maintenance.
3. Performs monthly bank reconciliations for all student activities accounts.
4. Assists with the distribution of purchase orders to schools, departments and vendors.
5. Prepares and distributes monthly budget reports.
6. Review monthly budget reports and prepares necessary adjustments and corrective entries for School Business Administrator and/or designee approval.
7. Analyze and review general ledger accounts for the schools/departments.
8. Reconciles a variety of accounts and reports for the purpose of ensuring accuracy.
9. Prepare interim/year end reports for audit and external agencies.
10. Assists in the preparation of all payroll reports for accuracy and timely completion.
11. Prepares and maintains analysis of health benefits payments and receivables.
12. Prepares and maintains analysis of tuition payments.
13. Assists in grant expenditure reporting and draw downs.

14. Assists in the year-end close of the accounting system.
15. Assist in the preparation of Annual Comprehensive Financial Report (ACFR) and performs routine work involved in preparing for the annual audit.
16. Assists in the preparation of annual 1099 filing.
17. Prepares all necessary financial statements associated with the above duties.

**TERMS OF**

**EMPLOYMENT:** Twelve-month work year with salary to be determined based on qualifications. Unaffiliated/Confidential

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

**ESTABLISHED:** April 2024

*The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category.*

*EEO/AA/Vet/Disability Employer*