

Laramie County School District #2
Fall 2005

Title: Accounting Specialist

Qualifications:

1. High School graduate
2. Training or experience in working with computerized accounting programs.

Terms of Employment:

1. 260 days
2. Designated by notice of assignment
3. Classified salary schedule

Reports to: Business Services Director

Essential Functions:

1. Maintain an accounts payable budget system.
2. Process bills for payment – general fund, state grants, major maintenance, capital maintenance and minor capital.
3. Maintain an accounts receivable budget system, write receipts, make deposits.
4. Work with Business Services Director to process investment to transactions and maintain investment records.
5. Maintain records, process invoices, and receive funds related to district capital improvement projects.
6. Maintain the administrative imprest account and Safe and Drug Free School account.
7. Check school activity and imprest reports.
8. Transfer money to cover AP and Payroll, make corresponding journal entries.
9. Process end of calendar year reports and IRS reports.
10. Process end of fiscal year budget items and reports.
11. Maintain bank account records.
12. Prepare financial and budget information for inclusion in monthly board meeting reports.
13. Work with auditors in collecting data.
14. Provide backup of financial system computer data files.
15. Work with school secretaries on school purchase orders and other budget concerns.
16. Provide district budget and finance data as requested by the Superintendent and/or Business Services Director.
17. Keep records of 1099 vendors. Send W-9's, process 1099's after end of year.
18. Perform other duties as assigned.