



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P1109110

JOB ANNOUNCEMENT

STAFF ACCOUNTANT II

Special Revenues/Federal Compliance Department

CLOSING DATE: November 23, 2009

JOB DESCRIPTION

The Staff Accountant II, under the supervision of the Director of Special Revenue, is responsible for the fiscal administration of numerous District's specialized sponsored programs in the pre-award and/or post award stages and the complex accounting assignments involved in the preparation of financial reporting.

EDUCATIONAL QUALIFICATIONS AND PREREQUISITES

- Bachelor's Degree in Business Administration with a major in Accounting
- Five (5) years experience in a lead role over a large major accounting area or accounting project.
- Previous accounting experience in a school district, governmental or non-profit environment preferred.
- Previous grant/contract administration or special revenue experience preferred.
- Licensed as a Certified Public Accountant (CPA) preferred.
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

SPECIAL KNOWLEDGE / SKILLS / ABILITIES

- Knowledge of TEA Financial Accounting Systems Resource Guide (Texas public school district accounting guidelines) and Generally Accepted Accounting Principals (GAAP).
- Knowledge of accounting principles for governmental fund accounting.
- Skilled in Windows-based database and spreadsheet software management applications.
- Ability to organize and manage multiple tasks simultaneously and independently.
- Ability to communicate effectively verbally and in writing.

DUTIES AND RESPONSIBILITIES

1. Develops and maintains a variety of special revenue program budgets and budget amendments in accordance with granting agency guidelines and in coordination with program managers. Serves as primary accountant over awards.
2. Reviews general ledger transactions to ensure compliance with applicable special revenue program guidelines, Generally Accepted Accounting Principles, the TEA Financial Accountability System Resource Guide and other applicable State and Federal regulations.
3. Prepares and submits draw-downs, periodic reports and final financial reports to funding agencies as dictated by program guidelines and prepares periodic internal financial reports for use by program managers.
4. Monitors and assists program managers with in-kind/matching grant requirements and reporting to ensure accuracy and compliance.
5. Prepares year-end adjustments and closing entries for assigned Special Revenue Funds.
6. Assists in the preparation and presentation of training materials for campus staff and program managers.
7. Analyzes District financial data to ensure and prove Comparability of Services as required by Public Law 103-382, section 1120A.
8. Assists in the preparation of special schedules and analytical reports as needed.
9. Performs other duties as assigned by the Director of Special Revenue.

WORKING CONDITION

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

TERMS OF EMPLOYMENT

SALARY: \$37,731 - \$47,541 **PAY GRADE:** B20 **WORK DAYS:** 226 **TYPE OF ASSIGNMENT:** Full-Time, Exempt

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at www.nisd.net/hr, and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department
5617 Grissom Road
San Antonio, Texas 78238
(210) 397-8600

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PCN: P6B0A316 00001

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