

MORRIS SCHOOL DISTRICT
Job Description

Title: Accountant

Reports To: Assistant Business Administrator/Assistant Board Secretary

Qualifications:

- Bachelor's Degree in Accounting
- Strong working knowledge of Microsoft Office Suite
- Strong Excel skills required
- Excellent organizational and communication skills

Responsibilities:

1. Review payments for district purchase orders.
2. Oversee the accounts payable department.
3. Calculate tuition re-certifications for both students attending the district schools and students going to out of district schools.
4. Process payments for employee benefits.
5. Responsible for quarterly MCRCS and annual NJ SEMI financial reporting.
6. Responsible for completing the financial portion of the bi-annual CRDC reporting.
7. Prepare, monitor, and/or implement agenda motions related to payment matters.
8. Train new district employees on the internal controls and accounting system functions as needed.
9. Periodic and annual audit of the student activity and athletic accounts.
10. Reconcile and close out year-end petty cash.
11. Perform monthly account analysis.
12. Perform an analysis of open purchase orders at year-end.
13. Maintain the fixed assets records.
14. Assist with preparation of audit work papers.
15. Assist with preparation of budget work papers.
16. Perform other duties and responsibilities as assigned by the immediate supervisor or his/her designee.

Contract Terms
Of Employment:

12-months, full time

Re-Established: August 6th, 2018

Revised: May 24th, 2010

Established June 28, 2005

By: Morris School District

Board of Education