

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Accountant  
**Department:** Business Services  
**Reports to:** Accounting Manager  
**Prepared Date:** June 11, 2002

**SUMMARY OF RESPONSIBILITIES**

Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

**DUTIES AND RESPONSIBILITIES**

**Accounting**

- Maintains district-wide fixed asset accounting system. Prepares all journal entries for purchases and disposals of District fixed assets for approval.
- Maintains student activity accounts. Acts as primary contact for school personnel responsible for student activities accounting for questions, procedure clarifications, and assistance. Monitors student activity reports to assure compliance with business service's student activity manual.
- Performs monthly close functions relating to monthly and year-end close of accounting system.
- Reviews and approves monthly charge back entries from other departments to the accounting system.
- Reconciles balance sheet accounts on periodic basis in accordance with accounting policies.
- Supports the accounting, purchasing, and information systems staff in the operation of the accounting system.
- Coordinates with other departments to gather information in preparation for year end audit.
- Assists in implementing operations recommendations in finance from the Accounting Manager.
- Assumes tasks of cash disbursements secretaries during absence as necessary.

**Other**

- Develops and supports data conversion programs for gathering information more efficiently and accurately as it affects the finance system.
- Assists in training and communication with other departments in district as they relate to finance.
- Attends meetings and in-services as they apply to school business management to gather information on new developments.
- Assumes tasks in the absence of other accountant.
- Performs such other tasks and assumes such other responsibilities as assigned.

### **Budgeting**

- Assists in the allocation and monitoring of district budget.
- Prepares, distributes, and collects budget allocation information to site and department managers.
- Prepares budget transfers for approval.
- Assists sites and department managers in the analysis of their budget balances

### **Cash Management**

- Maintains petty cash records and monitors compliance of district policies by school and departments
- Maintains records of unclaimed property. Performs state required procedures and completes reports to account for such property.

### **Reporting**

- Maintains and monitors 1099 activity. Types 1099 forms and state forms for non-employees of the District. Mails to individuals and state.
- Maintains records of entertainment taxes for persons residing in other states. Prepares and mails entertainment tax reports.
- Prepare the PERA exclusion reports for persons receiving compensation through accounts payable.
- Assures compliance with district record retention policies. Maintains all microfiche and other document storage for finance.

### **Other**

- Attends meetings and in-services as they apply to school business management to gather information on new developments and implement new procedures.
- Assumes tasks in the absence of other accountant.

## **SUPERVISORY RESPONSIBILITIES**

None.

## **EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in Accounting, Finance or Business Administration, and six months to one year related experience and/or training; or equivalent combination of education and experience.