

Danville City School District

Accounting Specialist III (497)

JOB POSTING

Job Details

Posting ID

497

Title

Accounting Specialist III

Description

GENERAL DEFINITION OF WORK

Under the supervision of the Chief Financial Officer, the Accounting Specialist III position is responsible for assisting the Finance Department in creating accurate and timely financial records for the organization. The Accounting Specialist III will work closely with other financial and operations personnel and handle day-to-day bookkeeping.

ESSENTIAL FUNCTIONS

- Examine accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department
- Report to the Chief Financial Officer the finances of the organization
- Review records of accounts and input entries into proper accounts
- Develop and implement proper keeping of financial records, making use of current technologies
- Create forms and manuals for accounting and bookkeeping personnel
- Perform monthly, quarterly and annual accounting activities including reconciliations of bank and credit card accounts, coordination and completion of annual audits, and reviewing financial reports/support as necessary
- Analyze and report on financial status including income statement variances, communicating financial results to management, budget preparation and analysis
- Improve systems and procedures and initiate corrective actions
- Oversee taxes and abide by federal regulations
- Assist in development of the division budget

KNOWLEDGE, SKILLS, AND ABILITIES

- Competencies including financial management, collaboration skills, ethical conduct, accuracy and thoroughness
- Advanced computer skills in MS Office, accounting software and databases
- Excellent organizational, problem-solving, project management and communication skills

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting or equivalent number of years of experience, plus three years of accounting experience
- CPA certification preferred

Shift Type

Full-Time

Salary Range

\$50,148.80 to \$80,225.60

Salary Code

Per Year

Job Category

Classified

External Job Application

Classified

Internal Job Application

Classified

Location

Central Office

Posting Status

Active

Minimum Qualifications Screening

Job Application Timeframes

Internal Start Date

Internal End Date

General Start Date

09/02/2022

General End Date

Job Pools

Pool Name

Quantity

Requisition ID

*Requisition
Title*

Default

1

Alternate Job Contact

Name

Location

Email

Title

Phone

References

Automatically Send **Yes**

Reference Check

Reference Check

Form

Classified Survey