



Job Title: Proprietary Funds Accountant

Exemption Status/Test: Exempt

Reports to: General Ledger Accountant

Date Revised: June 26, 2017

Dept. /School: Finance

Primary Purpose:

Perform professional accounting work involving compilation, consolidation, analysis and reporting of financial data related to internal service funds.

Qualifications:

Education/Certification:

Bachelor's Degree, preferably in accounting, finance or related field
CPA and TASBO Certification preferred

Experience:

Three (3) years accounting experience at a high level of responsibility

Special Knowledge/Skills:

Knowledge of Texas Education Agency (TEA) Financial Accountability System Resource Guide
Knowledge of applicable State of Texas and United States government and government agency compliance requirements
Knowledge of governmental accounting and auditing principals established by the Governmental Accounting Standards Board (GASB)
Experience with a strong knowledge of Oracle 12 financials applications
Ability to analyze and interpret financial data, evaluate accounting problems, develop data, and recommend improved procedures
Ability to use software to develop complex accounting reports, spreadsheets, and databases
Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Accounting

1. Prepare, record, and summarize financial data in accordance with governmental accounting principles and district procedures.
2. Compute and prepare data for journal entry.
3. Prepare income statements, balance sheets, and other reports.
4. Monitor revenue and expenditures against budgets for all proprietary funds.
5. Assist in developing revenue and expenditures estimates for original and amended budgets.
6. Perform cost accounting activities, bank reconciliations, and accounting for proprietary funds.
7. Review and verify accuracy of journal entries, accounting methods, and procedures.
8. Maintain accounting procedures manual for the Curtis Culwell Center.
9. Event analysis and reporting including financial settlements for events.
10. Prepare journal entries for monthly billings of proprietary funds.
11. Work with administrators, principals, directors, and staff regarding accounting issues.

Records and Reports

12. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
13. Compile, maintain, and submit all reports, records, and other required documentation, including auditable records and financial statements.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of Bookkeeper.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.