



Job Title: Activity Accountant **Wage/Hour Status:** Exempt
Reports To: Director of Accounting **Pay Grade:** Administrative 3
Dept. /School: Administration **Date Revised:** 11/14/2017

Primary Purpose:

Perform general accounting work relating to the preparation, administration, and control of the campus and department activity fund financial resources.

Qualifications:

Education/Certification:

Bachelor's degree in Business, accounting or finance, preferred
TASBO Certification preferred

Special Knowledge/Skills:

Knowledge of governmental accounting and auditing principals established by the Governmental Accounting System Board (GASB)
Working knowledge of TEA Financial Accountability and Resource Guide
Ability to analyze and interpret financial data
Ability to analyze and evaluate accounting problems, develop data, and recommend improved procedures
Knowledge of computerized accounting systems
Ability to use personal computer and software to develop complex accounting reports/spreadsheets/databases
Ability to work with numbers in an accurate and rapid manner
Effective communication and interpersonal skills

Experience:

Three years general ledger accounting experience

Major Responsibilities and Duties:

Accounting:

1. Maintain general ledger for Fund 461 campus activity and Fund 865 student activity funds.
2. Cash management for Fund 461 campus activity and Fund 865 student activity funds, including check lookup, stop payments, and transfers between activity funds.
3. Monitor campus GL 1290 accounts and Funds 461/865 payroll accounts.
4. Review monthly bank reconciliations for Funds 461/865.
5. Monitor outstanding checks and compile campus/student activity check information for unclaimed property.
6. Review/approve/sign Fund 461/865 activity checks < \$5,000.
7. Compile District and campus data required to file annual IRS Form 1099s.
8. Compile/submit monthly State sales tax and payment via TEXNET.
9. Provide phone support to campus staff regarding District's activity accounting software module.

Administration:

10. Provide monthly Finance Roundtable trainings.
11. Review/revise written activity accounting manual as necessary.
12. Review/approve fundraisers and required follow-up recaps
13. Coordinate Accounting department portion of campus year end checkout.

Records and Reports:

14. Record, store, and analyze information using accounting software.
15. Prepare timely audit schedules and financial statements related to Fund 461 and Fund 865 according to federal, state, and GASB standards.
16. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records and financial statements.

Other:

17. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, printer, fax machine, copier, and calculator

Working Conditions:

Fast paced environment providing phone support to numerous campus bookkeepers and secretaries.

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions, prolonged use of computer

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.