



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: ASSOCIATE ACCOUNTANT

QUALIFICATIONS:

1. High School Diploma; Associates Degree preferred.
2. Two (2) years successful experience in Accounting or Finance

PHYSICAL REQUIREMENTS: Light work; Ability to sit and use a computer for long periods of time.

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Assists with the overall functions of the Finance Department.
2. Records all revenues to General Ledger accounts.
3. Performs weekly and off-line check runs with no supervision.
4. Maintains current knowledge of all procedures involved in the Finance Department.
5. Helps train school and district staff on finance procedures.
6. Assists with backup work papers for monthly and Annual Financial Reports.
7. Assists with the Annual Cost Report.
8. Prepares 1099's for the District at year-end.
9. Assists in monthly and Fiscal year-end closing procedures.
10. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Shirley Byas

Reviewed by Dept. of Human Resources

Revised: **APPROVED APR 12 2022**
March 25, 2009, Aug. 22, 2007
Adopted by Bay District School Board: March 8, 2000 as
Assistant Finance Officer

Bay District Schools is an Equal Opportunity Employer