



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

**TITLE: SENIOR ACCOUNTANT**

**QUALIFICATIONS:**

1. Bachelor's Degree in Accounting, Finance or related business field
2. Three (3) years of successful experience in Accounting or Finance
3. Governmental accounting experience preferred

**PHYSICAL REQUIREMENTS: Light**

- *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. Supervises subordinate employees in the absence of the Accounting Supervisor and assures that all work is accomplished in an efficient and accurate manner.
2. Prepares or assists with all routine or special budget and finance reports such as monthly financial reports, annual financial reports, school budget reports, etc.
3. Prepares work papers and reports for auditors.
4. Supervises all scheduling and financial payments, accurately recording all transactions, including bank deposits, and filing according to accepted accounting practices.
5. Keeps accounts of revenues and expenditures of the budget on prescribed forms.
6. Performs electronic funds transfers as needed.
7. Maintains cash flows and make investment recommendations.
8. 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.

A handwritten signature in blue ink that reads "Shirley Byas".

Reviewed by Dept. of Human Resources

**APPROVED APR 12 2022**

Revised: \_\_\_\_\_  
June 24, 2014, Jan. 15, 1992, Sept. 13, 1990  
Adopted as Finance Officer

**Bay District Schools is an Equal Opportunity Employer**