



## **Accounting Specialist**

Department: Business Services/District Office  
Supervisor: Director of Business Services

Duty Year: 260 days  
Status: Exempt

### **Position Overview & Responsibilities**

Responsible for proper and prompt processing and recording of accounts receivable, special education finance reporting, and complete and accurate personnel data to ensure financial data integrity in accordance with state and federal regulations. Assist with budgeting, cash monitoring, annual financial audit, and other reporting.

### **Accounts Receivable and Accounting**

- Manages the accounts receivable functions, verifying and recording the receipts (excluding state aid and tax levy receipts) of the district into Skyward, proofing deposits from schools/departments, reviewing online payment systems, and verifying codes and amounts.
- Develops and maintains an invoice system to create invoices where necessary, match invoices with receipts, and follow-up on outstanding invoices.
- Monitors district cash on a daily basis to ensure daily cash needs for district obligations.
- Manages district grants and federal grants through SERVS, ensuring compliance with relative regulations and UFARS, and requests draws of federal grants and records in a timely and accurate manner.
- Manages and administers the third party billing process (medical assistance) with accurate and timely submission of sensitive data to ensure maximum revenue is captured and that the District is in compliance with regulations and UFARS.
- Responsible for district special education finance recording and reporting by coordinating and preparing special education reporting for SEDRA and SERVS in accordance with relative regulations and UFARS using knowledge of laws, regulations, and guidance on special education finance.
- Assists with year-end audit work and reconciliations, budget preparation and monitoring, and purchasing card (P-card) transactions and statement processing.
- Provides backup in the areas of accounts payable and payroll.
- Enters and processes journal entries as needed.
- Prepares routine reporting requirements (sales tax, FYCC).
- Assists with other required state and federal reporting as directed.
- Performs other related duties as assigned



# ST. MICHAEL - ALBERTVILLE SCHOOLS

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## **Employee System Management**

- Manages Skyward employee management module, ensuring accurate entry of personnel data and an orderly and effective workflow, including providing ongoing recommendations for and implementation of improvements to the system as necessary to assure continuous improvement.
- Calculates employee wage amounts in compliance with laws, regulations, policies, and employment contracts, including employee and base pay for back pay contract settlement, import to payroll with appropriate UFARS coding, leave adjustments to wages and other payroll deductions.
- Reconciles the flexible spending and HSA/HRA/VEBA cash account on a monthly basis.
- Assists with financial requirements of the STAR reporting for staff employment file information and submit by required deadlines.

## **Requirements & Qualifications**

Associate's or bachelor's degree in accounting or finance and moderate experience in accounting or finance, or an equivalent combination of education and experience required. Experience in school finance preferred.

## **Essential Functions & Skills**

This position requires an ability to work independently under the direction of the Director of Business Services and with several buildings and departments.

- Ability to maintain confidentiality and professionalism.
- Ability to work effectively in teams and function collaboratively across departments internally and with external partners.
- Ability to multitask and prioritize workload.
- Ability to follow written and verbal directions.
- Advanced and developed communication and technological skills.
- Strong organizational, task management, and time management skills.

## **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.