



Dallas County Schools

Strengthening Education Through Service

JOB DESCRIPTION

Job Title:	Senior Reporting Accountant	Wage/Hour Status:	Exempt
Reports to:	Director of Financial Reporting	Pay Grade:	3
Department:	Business Office	Date Revised:	08/17/2016

Primary Purpose:

Perform professional accounting work involving compilation, analysis, and reporting of financial data. To oversee and perform account reconciliations, adjustments, reporting, and auditing of business-type transactions and general ledger financial activity.

Qualifications:

Education/ Experience:

- Bachelor's degree in Business or Accounting is required
- CPA or other financial certification preferred but not required
- TASBO certification preferred
- At least five years of experience in governmental accounting with an emphasis in Texas public education
- At least two of those years must have involved leadership over transaction processing and the production of Comprehensive Annual Financial Reports

Special Knowledge/Skills:

- The position requires: Specialized professional-level knowledge of the theory, principles, and practices of accounting and financial record keeping
- Knowledge of US generally accepted accounting principles as they relate to Texas school finance system, the TEA Financial Accountability System Resource Guide, and federal and state compliance requirements
- Previous experience using computer-aided relational database systems that applies to Texas school district accounting applications
- Knowledge of audit procedures, development of accounting controls, and implementation of GASB releases
- Experience in the preparation of audit schedules, tables and footnotes, and walk forward of balance sheet accounts that aid in the generation of the Comprehensive Annual Financial Report
- Demonstrates strong professional writing, communication, and project management skills
- Ability to analyze and interpret financial data, evaluate accounting problems, develop data, and recommend improved procedures

Major Responsibilities and Duties:

Essential Duties and Responsibilities:

1. Reviews accounting transaction postings made by others, participates in posting transactions, recording general ledger adjustments to budget records, special funds and financial performance statements.
2. Audits financial data and documents from a variety of funds, to assure accuracy, completeness and compliance with DCS' responsibilities under those agreements, policies, procedures and applicable government regulations.
3. Ensures separation of activities, access to and accounting of assets, and proper execution of transactions.
4. Prepares and enters high level accounting adjustments into the accounting system such as those required to produce financial statements.
5. Accumulate and prepare documentation required for the performance of DCS' annual financial statements audit.
6. Coordinates documents, answer questions, prepare requested reports.
7. Prepares, analyzes and prepares a variety of reports for management and for state and local agencies.
8. Ensures compliance with accounting and legal requirements.
9. Provide technical expertise and direction regarding accounting issues and discrepancies.
10. Serve as a liaison between all DCS departments for the purpose of ensuring efficient and timely completion of work in accordance with established standards and practices.
11. Perform other duties as assigned that support the overall objective of the position.

Abilities:

1. Prepare and interpret trial balances, financial statements and summaries, account adjustments, financial estimates and variance analysis, audit reports, and custom reports using PC-based spreadsheets and relational databases.
2. Prepare monthly financial reports for submission to the Board of Trustees.
3. Conduct technical research and complete complex mathematical and statistical calculations.
4. Examines all computerized general ledger transactions daily for accuracy; make corrections as needed and inform supervisors of problems.

5. Prepare professional written reports.

Personal Effectiveness:

1. **Positive Attitude:** Presents a positive role model for patrons that supports the goals of the Dallas County Schools by demonstrating behavior that is professional, ethical and responsible for all DCS staff.
2. **Cooperation:** Works effectively with others.
3. **Dependability:** Reports to work on time, is reliable with completing assigned task timely and will follow task to completion.
4. **Judgment:** Exhibits good judgment in decision-making and problem solving.
5. **Initiative:** Recognizes needs of the job and suggests ways to improve efficiency and productivity.

Working Conditions:

This work requires the following physical activities in an office environment: long periods of sitting, mobility, light lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity; Periodic out-of-town overnight travel by automobile and or plane; Must possess the ability to work efficiently and patiently under pressure and stressful conditions; Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

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

Approved by: _____ Date: _____
(Supervisor)

Reviewed by: _____ Date: _____
(Employee)