

## Job Description

**Job Title:** Accounting Analyst

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Supervisor of Accounting

**Pay Grade:** 39

**Contract Length:** 245 Days

### Job Summary

Position is responsible for assisting the Supervisor of Accounting and performing high level accounting transactions. Position will advise school Bookkeepers and Grant Technicians with their reconciliation process.

### Essential Duties

1. Helps Grant Technician with non-routine issues as they reconcile each school locations activity fund bank account each month.
2. Works with and advises individual school bookkeepers through reconciliation process.
3. Conducts internal audit of division procurement card transactions. Keeps a log to track transactions, corrections and audit results.
4. Create receipts in MUNIS for EFT's, cash and checks received and turn into the head cashier for deposit with the City Treasurer.
5. Assist the Supervisor of Accounting with creation of capital assets (fixed assets) records for new purchases and adjustments to existing records.
6. Create journal entries in NNPS accounting software program for certain internal transactions.
7. Assist the Supervisor of Accounting with the preparation of the Annual School Report for the VA Department of Education.
8. Assist the Supervisor of Accounting with the preparation of the Comprehensive Annual Financial Report (CAFR).
9. Serve as backup to the Supervisor of Accounting for month-end processes, activating and processing monthly recurring journal entries, reviewing utility bills prior to authorizing payment, creating invoices, preparing monthly financial reports and accompanying analytical narratives, entering data in the City Treasurer Cash Receipting System for all NNPS deposits.
10. Recommends to the Director revisions to financial policies and procedures in order to provide for better financial management.
11. Provides assistance to auditors as required.
12. Analyze and prepare year-end calculations related to OPEB and Pension Liabilities using actuarial reports.
13. Assist the Supervisor of Accounting with implementation of expanded School Activity Fund Payment System.
14. Review and reconcile Merchant Bank account and assist in resolving discrepancies.
15. Assist the Supervisor of Accounting with training of new Bookkeepers and Principals.
16. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Supervisor of Accounting or other appropriate administrators.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree in business, finance, accounting, or a related field and some related experience in accounting; or any equivalent combination of education and experience that would provide the noted knowledge,

skills, and abilities. A minimum of two (2) years of experience working with an integrated financial computer software program. Must possess a comprehensive knowledge of, and the ability to practically apply, accounting practices and procedures. Working knowledge of Microsoft Excel, Word, and Access preferred. Must possess excellent analytical and organizational skills. Must possess the ability to establish and maintain effective working relationships with school administrators and staff.

**Working Conditions & Physical Requirements**

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Accounting

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Accounting Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Accounting or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 05/2021 CR