



**Job Title:** Accountant  
**Job Category:** Exempt  
**Department:** Support  
**Reports To:** Chief Financial Officer  
**Supervises:** None  
**Hours of Work:** Daytime hours, 260 day calendar  
**Date last updated:** January 2025

The Elkhorn Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Students: Anne Doerr, Executive Director of Student Services, 20650 Glenn Street (402) 289-2579, ([adoerr@epsne.org]). Employees and Others: Don Pechous, Executive Director of Personnel, 20650 Glenn Street (402) 289-2579, ([dpechous@epsne.org]). Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

### **GENERAL SUMMARY, EDUCATION AND QUALIFICATIONS**

Position is responsible for creating, analyzing and maintaining accurate financial and accounting records in support of the District's goals for student learning;

- Support Business Services through the ongoing review of accounting transactions, monitoring of cash position, providing accounting guidance to district staff, and preparation and submission of financial reports
- Bachelor's degree in Business Administration with emphasis in accounting or finance preferred; CPA preferred
- Accounting experience required, demonstrate knowledge of and experience with accounting principles and practices; auditing experience desired
- Ability to interpret financial data and financial terminology, complete basic mathematic calculations
- Clear a state criminal record check and a child abuse check

### **ESSENTIAL FUNCTIONS, WITH FREQUENCIES:**

#### **Dept. of Labor (DOL) Frequencies**

Rare (R) to Occasional (O): 0-20 times per shift or up to 33% of the time  
Frequent (F): 20-100 times per shift or 33-66% of the time  
Constant (C): > 100 times per shift or 66-100% of the time

**1. (C) Support Business Services** by creating and maintaining a wide variety of financial and accounting records and reports; monitor cash positions, bank accounts and financial transactions, paying close attention to detail and deadlines; use a computer and various types of software and computer programs to maintain financial records; accurately maintain files in both electronic and paper formats; support the District's financial directives.

**2. (C) Safeguard the integrity of the District's financial/accounting system**, including journal entries, receipts, expenditures, and financial period closings to assure ledgers remain in balance. Work closely with state and federal agencies such as the Nebraska Department of Education, various Special Education (SPED) programs, and Medicaid; ensuring the District receives all approved reimbursements.

**3. (C) Demonstrate professionalism at all times** by serving as a role model to students and community, exercising good judgment, maintaining a high level of ethical behavior and confidentiality of information;

effectively collaborating with others in a courteous and honest manner, conducting oneself according to the policies of the District and the Nebraska Board of Education.

**4. (C) Regular, dependable in-person attendance** on the job in order to maintain a student's regular routines, foster student learning and build student relationships; the ability to perform the identified tasks and possess the identified knowledge, skills, and abilities to perform the identified work activities; the ability to perform the identified physical requirements.

*Duties may vary, however, examples of typical performance responsibilities are listed below (not intended to be all-inclusive). There may be other duties assigned to an Accountant by other members of District Administration as part of fulfilling goals that support student learning.*

**Performance Responsibilities:**

- Analyze financial and accounting records
- Assist with report preparation for Board meetings, monthly publication of accounts payable claims, annual budgets, state, federal and other reporting, and periodic special projects
- Assist the Chief Financial Officer in developing and implementing "best practice" accounting procedures, practices and documents; may train or assist in the training of new staff regarding accounting processes, practices and procedures
- Assist in coordination of pledged collateral with institutions holding District funds to assure all funds are fully secured at all times
- Use School ERP Pro, Google Mail, PowerSchool, Lunchtime, online banking software, NE Department of Education portal and other internal/external computer programs to enter data and maintain financial records, read and send email, create and maintain documents, and research transactions
- Ability to adapt to changing work priorities
- Demonstrate clear and effective communication skills in a variety of forms, including speaking, writing and listening
- Learn to operate new office technologies as they are developed and implemented
- Demonstrate positive attitude, school loyalty, cooperation, teamwork, and safety mindedness on the job
- Receives direction from the Chief Financial Officer and assists other departments with duties and projects as necessary

**Job Tasks**

- Reconcile bank statements and investment accounts; make deposits; monitor, code and record funds due and received by District; void and/or issue a stop payment on accounts payable and payroll checks as needed
- Coordinate the daily cash position for all funds within the District to assure all payments can be covered and available excess cash is invested until needed
- Administer the Nutrition Services program in coordination with Exec. Director of Business Support Services, including filing monthly reimbursement claims
- As needed, invoice outside entities for payments due the District, alert other departments of unpaid tuition or fees due the District, and initiate the collection of funds from bad checks written to the District
- Scan financial documents into School ERP Pro
- Set up and maintain neat, accurate and efficient electronic and/or manual filing systems for financial records, correspondence and other material
- Review expenditure and receipt entries within the accounting system for accuracy and as needed, prepare journal entries, and maintain supporting documentation

- As needed, create new account codes and organizational keys in the accounting system to allow for proper reporting of receipts and expenditures
- Obtain and enter W-9 forms from all vendors
- Submit all independent contractors to Nebraska New Hire Reporting System and maintains records to assure any required child support or state tax levy is deducted from future payments to such individuals; respond to health insurance eligibility requests regarding such individuals
- Use a computer for data entry, creating documents, communications, and maintaining files and records
- Create reports, spreadsheets, or other documents as needed for projects or as requested
- As needed, close and re-open purchase orders in the accounting software
- Assists the Chief Financial Officer with system fiscal year end and new year procedures
- Assists in preparation for the annual audit and respond to data requests from auditors
- Answer questions from staff and vendors regarding the status of payments or the processing of financial transactions
- Check voicemails daily, and return calls promptly
- Use electronic email as a primary source of sending and receiving District communication
- File unclaimed property reports with the State of NE
- File monthly grant reimbursement requests; assist Directors in assigning staff to grants
- File Medicaid reimbursement claims
- Receive, organize and code athletic pay vouchers before submitting to AP for processing

#### **Marginal Duties:**

- When a member of the accounting/payroll team is absent, additional duties, and/or overtime may be required in order to meet deadlines

#### **JOB SPECIFICATIONS (Skills and Abilities)**

- Ability to read and write in English - knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Maintain files and electronic data storage systems
- Able to prioritize, organize, and accomplish assigned work so that daily, weekly, and monthly deadlines are met
- Able to work alongside and communicate effectively with a wide variety of people, including principals, teachers, administrators, outside vendors, and other support staff
- Able to work independently and/or as a team member to complete tasks and meet goals
- Effective oral and written communication skills in a variety of forms (via computer, telephone, face to face), with a variety of personnel (staff, teachers, administrators, vendors) to effectively convey information
- Computer skills – knowledge of computer hardware and software, including computer applications such as Word and Excel; District software programs such as EFinance, Google, PowerSchool, Lunchtime and Laserfiche; external software for banking and financial reporting
- Active listening skills - giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Time Management – managing one's own time and the time of others
- Critical Thinking – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Create and maintain excellent working relationships with other staff members
- Demonstrate good judgment and decision making abilities for the overall benefit of Business Services and the District

- Demonstrate high levels of accuracy and attention to detail
- Oral Comprehension — the ability to listen to and understand information and ideas presented through spoken words and sentences
- Mathematical Reasoning —the ability to choose the right mathematical methods or formulas to solve a problem
- Number Facility — the ability to add, subtract, multiply, or divide quickly and correctly
- Deductive Reasoning — the ability to apply general rules to specific problems to produce answers that make sense
- Speech Clarity – the ability to speak clearly and convey ideas so others can understand you

### **WORKING CONDITIONS**

Work in controlled building environments. Walking outside between District buildings occurs frequently. Most job tasks are performed in close physical proximity to other people.

### **Clothing/Personal Protective Equipment used on the job:**

- Indoor clothing includes business casual attire, comfortable shoes
- Protective gear is generally not needed

**Equipment/Tools used on the job:** computers, calculator, telephone system, copy machine, fax machine, printer, shredder, scanner, various other office supplies

**Physical Requirements - DOL Physical Requirements and Weight Classifications:** this job traditionally falls within a sedentary work classification per Department of Labor definitions of Critical Demands.

<b>Sedentary Work</b>	Sitting for 6 hours of an 8 hour work day with lifting of no more than 10 pounds occasionally. Possible frequent lifting of small objects weighing less than 10 pounds such as files and small parts.
<b>Light Work (not to be confused with modified or transitional work)</b>	Lifting no more than 20 pounds on an occasional basis and up to 10 pounds frequently. Typically requires standing and walking for 6 hours of an 8 hour day (certain light jobs may require continuous sitting and entail the consistent use of either hand or foot controls).
<b>Medium Work</b>	Maximum occasional lifting of up to 50 pounds; frequent lifting of up to 25 pounds. Typically on feet 6 hours of an eight hour day.
<b>Heavy Work</b>	Maximum lifting of up to 100 pounds with frequent lifting of weights up to 50 pounds. Typically standing and walking of 6 hours out of an 8 hour day.
<b>Very Heavy Work</b>	Maximum lifting of over 100 pounds with frequent lifting of weights up to 50 pounds. Standing and walking for the majority of the work day.

Physical Requirements – Accountant <b>NE</b> = Non-Essential <b>E</b> = Essential	No t a job req uir em ent	Oc cas ion al- up to 33 %	Occa siona l – Essen tial up to 33%	Fre qu ent - 34 %- 66 %	Co nti nu ous -ov er 67 %
	<b>NE</b>	<b>NE</b>	<b>E</b>	<b>E</b>	<b>E</b>

<b>Stamina</b>					
Sitting					X
Walking (includes stairs)			X		
Standing			X		
Sprinting/Running	X				
<b>Flexibility</b>					
Bending, twisting at the neck more than the average person			X		
Bending, twisting at the trunk more than the average person			X		
Squatting/Stooping/Kneeling			X		
Reaching above the head			X		
Repetitive motions with arms/hands (finger or manual dexterity)					X
<b>Activities</b>					
Speaking					X
Hearing					X
Climbing (ladders, stools, stairs)			X		
Hand/grip strength					X
Driving			X		
Typing					X
<b>Lifting Requirements</b>					
Up to 10 lbs – floor to waist and/or waist to shoulders			X		
Up to 10 lbs – shoulder to overhead			X		
11 - 25 lbs – floor to waist and/or waist to shoulder		X			
11 - 25 lbs – shoulder to overhead		X			
26 – 50 lbs – floor to waist and/or waist to shoulder	X				
26 – 50 lbs – shoulder to overhead	X				
Over 51 lbs – floor to waist and/or waist to shoulder	X				

Over 51 lbs – shoulder to overhead	X				
<b>Pushing/Pulling</b>					
25 – 50 lbs		X			
51 – 75 lbs	X				
Over 76 lbs	X				
<b>Carrying</b>					
10 – 25 lbs			X		
26 – 50 lbs	X				
51 – 75 lbs	X				

**Disclaimer:**

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or, in any way, modify the right of any supervisor to assign and direct the work of employees under his/her supervision.