



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Accountant II
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Account III or Program Compliance Officer

**Position Summary:**

Perform the duties required to accurately maintain and report the financial books and records of the St. Louis Public Schools or the fiscal compliance of the schools to federal and state program requirements.

**Essential Functions:**

- Prepare or supervise the preparation of various annual reports, program budgets, schedules, statements, reports and amendments for submission to the appropriate personnel, Board or in support of grant requests
- Prepare or supervise the preparation of budget sheets and journal entries reflecting the receipt or expenditure of monies
- Answer questions, pull information and prepare reports in response to the needs of management, auditors or other appropriate personnel
- May compile and maintain a variety of data (such as personnel positions and costs, equipment inventory and program costs) necessary to support reporting of current financial data and future planning
- May perform financial audits of school funds and report the findings of the audits; may audit Title I expenditures to ensure compliance with program guidelines
- May assign, review and check work of subordinates, providing on-the-job training as needed; eliminate ordinary work difficulties; coordinate employee attendance or work area coverage; provide input to the hiring, evaluation and discipline process
- Provide in-service training to other personnel regarding accounting changes and operations
- Prepare other financial reports and review other financial data as needed
- Perform other related duties or special projects as assigned

**Knowledge, Skills, and Abilities:**

- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to use PC/mainframe applications including spreadsheet and work processing software

**Experience:**

- Minimum of one-year experience in governmental or commercial accounting including some supervisory experience

**Education:**

- Bachelor's Degree in Accounting, Business or a related field or equivalent capabilities (required)



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**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

Employee \_\_\_\_\_ Date \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin***