

**POSITION:** ACCOUNTANT II

**REPORTS TO:** Principal or one or more administrators in charge of system-wide operations.

**DESCRIPTION:** Personnel employed to maintain accounting records and to be responsible for the accounting process associated with billing, budgets, payroll, purchasing, and related operations.

**QUALIFICATIONS:**

1. High school diploma or GED required.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position.
3. Ability to work well with others.
4. Specialized training and experience in general office procedures, accounting and payroll practices and related administrative operations required.

**RESPONSIBILITIES:**

1. Posts payments to permanent ledgers and maintains payroll and/or purchase order files.
2. Audits invoices and reconciles them to purchase orders.
3. Adjusts purchase orders as necessary for corrections, additions, transfers, and determines when to reject orders or invoices to purchasing when incorrect and routes back to originator.
4. Reviews account statements periodically and works with creditors in resolving billing and statement problems.
5. Monitors invoice problems associated with damaged or incorrect shipments with purchasing expediter.
6. Maintains positive work habits.
7. Performs duties efficiently and productively.
8. Maintains and/or upgrades job-related skills.
9. Performs other tasks as assigned.
10. Develops and maintains a safe work environment at all times.

**SALARY:** Pay Grade: ..... E

**EMPLOYMENT TERM:** 210, 220, 240, or 261 Days