

## POSITION DESCRIPTION

<b>TITLE:</b>	Senior Accountant	<b>SUPERVISOR:</b>	Finance Manager
<b>DEPARTMENT:</b>	Business Services	<b>CLASSIFICATION:</b>	Non-Affiliated

- I. Accountability Objectives:** The Senior Accountant will perform the duties listed under Section V., "Position Responsibilities."
- II. Position Characteristics:**  
Salary: Set annually by Board of Education  
Length of Contract: 12 Months
- III. Position Relationships:**  
Reports to: Finance Manager
- IV. Position Qualifications:**
- A. Required Qualifications: Accounting Degree, CPA License
  - B. Desired Qualifications: 3-5 Years School District Audit Experience
  - C. Special Requirements:
    - 1. Knowledge of Excel, Word, PowerPoint, Access.
    - 2. Strong organization and planning skills.
    - 3. Strong communication skills.
- V. Position Responsibilities:**
- A. Reconcile balance sheet accounts on a monthly basis.
  - B. Perform internal audits.
  - C. Perform treasury management functions.
  - D. Oversee school activity site accounts. Train and answer questions from school staff
  - E. Maintain daily cash flow records.
  - F. Oversee Accounts Receivable function.
  - G. Prepare posting adjustments.
  - H. Assist in preparations for annual audit.
  - I. Perform monthly sales tax reporting and remittance.
  - J. Record and/or process wire payments and/or ACH.
  - K. Maintain OPEB stipend schedule .
  - L. Prepare federal and state grant claims.
  - M. Prepare federal and state reports.
  - N. Act in Finance Manager capacity during Finance Manager absence.
  - O. Transmit EFT files in Payroll Manager absence.
  - P. Process payment of payroll withholding taxes in Payroll Manager absence.
  - Q. Answer payroll staff questions in Payroll Manager absence.
  - R. Other duties as assigned.

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*Eau Claire Area School District  
500 Main Street, Eau Claire, Wisconsin 54701  
(715) 852-3000 Fax (715) 852-3004*

**New:** 1/00  
**Revised:** 12/05, 1/07  
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