

## Job Description

**Job Title:** Accounting Support Specialist - Financial Reporting    **Supervisor:** Supervisor of Financial Reporting & Asset Management  
**Job Classification:** Exempt    **Pay Grade:** 33  
**Contract Length:** 245 Days

### **Job Summary**

The Accounting Support Specialist for is responsible for providing accounting support to the Supervisor of Financial Reporting and Asset Management. Conducts internal audit of division procurement card transactions, testing the effectiveness of Pcard controls. Performs and documents financial system internal controls testing. Assists in preparations of annual audits by outside vendor including journal entry adjustments, accounting analysis and preparation of detailed financial schedules and statistical accounting data to include any inquiries and requests. Maintains accurate records, including ledgers, journals, receipts and invoices. Performs general ledger transactions to support the correction of transactional financial data. Performs capital asset inventory journal adjustments to maintain accurate asset financial history. Verifies accurate recording of textbook database inventory with new textbook adoption.

### **Essential Duties**

1. Conducts internal audit of division procurement card transactions, testing the effectiveness of Pcard controls. Keeps a log to track transactions, corrections and audit results.
2. Communicates to pcard holder and purchasing staff as to concerns and actions with Pcard transactions to ensure a speedy invoice reconciliation process.
3. Assists in researching transactional data in support reconciliation of month end, year-end close or monthly and or annual financial reporting audits and activities.
4. Assist in the preparation of internal financial reports, including researching and correcting significant variances in general ledger transactions.
5. Performs and documents financial system internal controls checklist reviews, testing the effectiveness of internal controls associated with general ledger transactions for general accounting, capital assets, cash receipts, purchasing and receiving.
6. Assists in preparations of annual audits by outside vendor including journal entry adjustments, accounting analysis and preparation of detailed financial schedules and statistical accounting data to include any inquiries and requests. This includes the annual audit of school activity funds.
7. Maintains accurate records, including ledgers, journals, receipts and invoices. Performs general ledger transactions to support the correction of transactional financial data.
8. Performs capital asset inventory journal adjustments to maintain accurate asset financial history.
9. Verifies accurate recording of textbook database inventory with new textbook adoption.
10. Collaborates with administrators to check existing inventory at warehouse & other school locations for textbook or consumable requested prior to initiating new order.
11. Manages the textbook requisition process, by verifying funding and submitting requisition and ordering information to Purchasing department for processing to include receipt in financial system of textbook or consumable order after it is delivered to warehouse. Ensures proper barcode labeling and delivery.
12. Annually facilitates the audit of the textbook inventory database for accuracy prior to start of a new school year.
13. Models nondiscriminatory practices in all activities.
14. Performs other related duties as assigned.

(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.)

**Other Duties**

- 1. Performs any other related duties as assigned by the Supervisor of Financial Reporting & Asset Management or other appropriate administrator.

**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 an Associate’s degree with major coursework in accounting, finance, business or public administration and at least two years of relevant experience or any equivalent combination of experience or training. Skilled in the use of financial management systems for business transactions and basic database maintenance. Demonstrate appropriate understanding and working knowledge of accounting principles and internal control and appropriately apply them. Must be able to work under minimal supervision. Must have ability exercise professional decorum. Must possess excellent organizational skills and the ability to handle details accurately. Ability understand and follow oral and written directions; ability to establish and follow detail work procedures; ability to reconcile accounts and to perform mathematical computations with speed and accuracy. Demonstrated ability in the use of financial systems at the transaction level and the use of Microsoft Office products.

**Working Conditions & Physical Requirements**

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**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.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Financial Reporting & Asset Management

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Accounting Support Specialist- Reporting & Asset Management will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Reporting & Asset Management 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:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date