

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Account Analyst

REPORTS TO: Assistant Director of Business Affairs

JOB SUMMARY: Assists in the administration of business affairs, applying acceptable accounting practices (GASB and GAAP).

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Prepares financial records and documents to comply with all federal, state, local and internal regulations.
2. Reports all revenues and expenditures as related to overall district spending and to reconcile budget line items.
3. Maintains accounting structure for updates and proper reporting.
4. Performs all required budget analysis for the Assistant Director of Business Affairs.
5. Performs other duties as assigned.

QUALIFICATIONS: Three (3) years experience in budgeting, accounting or equivalent experience. Associates degree in business or related field required. Basic knowledge of accounting necessary.

REQUIREMENTS: Valid Pennsylvania driver's license. Qualified medical examination as per Pennsylvania law. Valid criminal history check, child abuse clearance. Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service-oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks and to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills and be proficient with Excel. Ability to operate various office equipment. Must possess business and office management skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss position; 12 month classification. Cabinet Code – G.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)