



LA FERIA INDEPENDENT SCHOOL DISTRICT PROFESSIONAL VACANCY ANNOUNCEMENT

*An Equal Opportunity Employer**

Date: **02/20/2024**

Position Title: Accountant
Location: Business Office
Salary Range: \$52,832 - \$65,224
Length of Work Year: 11.25 Months/226 Days

Position Summary

Perform general accounting work relating to the preparation, administration, and control of the district financial resources. Ensure compliance with applicable state and federal laws and regulations.

Position Requirements

Education/Experience: Bachelor's degree in accounting or finance-related field, and three years related accounting experience.

Special Knowledge/Skills: Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB). Ability to analyze and interpret financial data. Knowledge of local, state, and federal requirements relating to payroll issues and reports. Knowledge of auditing and accounting principles. Ability to use personal computer and software to develop spreadsheets, databases, and complex accounting reports. Strong organizational, communication, and interpersonal skills.

Physical Demands: Maintain emotional control under stress. Ability to perform mathematical calculations. Repetitive hand motions; prolonged use of computer.

Duties/Responsibilities

- Maintain the general ledger and prepare journal entries and budget transfers.
- Classify, record, and summarize numerical and financial data to compile and keep financial records using journals and ledgers or computer.
- Check figures, postings, and documents for correct entry, mathematical accuracy, proper codes, and budget availability.
- Set up and maintain account controls, logs, and files.
- Review and verify accuracy of journal entries, accounting methods, and procedures.
- Debit, credit, and total accounts on computer spreadsheets and databases using specialized accounting software.

Application Procedures

District Employees: Submit letter of intent.

Outside Applicants: Apply online through Region One on **ONE*APP** (include transcripts, credentials, etc.)

Application Deadline Applications will be accepted **until the position is filled**.

**Applicants for all positions are considered without regard to race, color, national origin, religion, sex, marital status, veteran or military status, disability, or any other legally protected status. The district Title IX Coordinator is Lillian Ramos, Assistant Superintendent of Student & Support Services – Administration Office 956-797-8300.*