



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY.

Position: Accountant/Business Coordinator

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: Perform a variety of staff accountant functions within the finance department. Assist in ensuring accuracy, completeness, timeliness, financial stability, and capability to integrate into District financials.

Essential Duties and Responsibilities: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.

- Maintenance of fixed asset module, tracking of purchases, movement, and disposal of equipment.
- Assist in the development of the annual budget and audit.
- Perform budget maintenance in IV, budget variance reporting, and communicate with responsible parties about their budgets.
- Prepare, enter, and review journal entries.
- Reconcile assigned balance sheet accounts.
- Work with district charter schools to ensure compliance with state and district requirements. Review and verify charter school financial information to ensure accuracy, completeness, timeliness, financial stability, and capability to integrate into District financials.
- Develop, maintain, and audit internal controls.
- Assist in developing departmental efficiencies through innovation, creativity, and research. Recommend and develop procedure modifications to simplify and improve accounting and reporting processes and increase availability of current financial information in an understandable format.
- Responsible for CDE Financial Transparency requirements being posted on our website.
- Develop and maintain cost allocation plan.
- Solicit, create, and maintain RFPs and accounting functions for various purchases.
- Manage employee travel expense reimbursement processes.
- Serve as a back-up for payroll processing, accounts payable, accounts receivable, facility rentals management, and cash management.
- Research additional revenue sources and help implement plans to maximize revenue.
- 1% Engage in ongoing professional development.
- Manage special projects as assigned.

Education and Training: Minimum bachelor’s degree in accounting, finance or business administration and advanced training courses in business or accounting preferred. This is an entry-level accounting position in the finance department, this employee is someone who has the capacity to move up within the department.

Experience: Accounting experience preferred, but not required.

Technical Skills, Knowledge & Abilities:

- Ability to communicate, interact and work effectively and cooperatively with co-workers to maintain a positive and professional work climate.
- Ability to organize, plan, prioritize, collaborate.
- Maintain positive working relationships within the department, district, and with all external parties.
- Demonstrate optimism, problem solving, and team involvement.
- High level of decision making and self-directed research
- Knowledge and continued education on Uniform Guidance, Edgars, GASB, GAAP, Public Finance Act, and CDE
- Financial Policies and Procedures, and other applicable Rules, Acts, and grant requirements as well as Board
- Operational Expectations and District policies.
- Must have an aptitude for technology and the ability to use technology to drive efficiency and accuracy.
- Ability to promote and follow Board of Education and District policies, Superintendent policies and building/department procedures.
- Ability to grow and develop knowledge, skills, and attitude through professional development.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

Materials and Equipment Operating Knowledge:

- Operating knowledge of and experience with personal computers.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.
- Operating knowledge of and experience with Microsoft Office Suite.
- Operating knowledge of and experience with ten-key adding machine.
- Operating knowledge of current district financial programs preferred; required within 3 months after hire.

Budget and/or Resource Responsibility: Responsible for assisting the Finance Director with assigned budgets.

Reports To: Director of Finance

Physical Requirements and Working Conditions: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Reach with hands and arms				X

Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Weight and Force Demands:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

_____	_____	_____
Employee Name (Print)	Employee Signature	Date
_____	_____	_____
Supervisor Name (Print)	Supervisor Signature	Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer (*Title II/ADA, Title VI*)
Cynthia Eldredge, Executive Director of Human Resources

400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer (Section 504)

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:
www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:
www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.