

**Roswell Independent School District  
Job Description**

**Job Title: FIXED ASSET AND FEDERAL PROGRAMS ACCOUNTANT**

**Reports To: ASSISTANT SUPERINTENDENT FOR FINANCIAL OPERATIONS**

**General Job Description:**

Under general direction, oversee all activities related to agency funds and fixed assets accounting including but not limited to analysis, auditing, reconciliation, capitalization, technical support, policy development and system conversion.

**Essential Duties and Responsibilities:**

1. Review purchases and accountant payable entries for compliance with fixed asset policies.
2. Maintain all fixed asset ledgers.
3. Develop and maintain policies for tracking fixed assets, and agency fund accounting including but not limited to development of a cash receipts policy. Develop a capitalization and disposal policy.
4. Ensure systems are in compliance with GASB 34 guidelines and provide training to staff on requirements.
5. Assist in conversion to approved fixed asset software.
6. Gather required documentation and assist with the fixed asset inventory at each district site.
7. Prepare reports and assist auditors with fixed asset and agency fund accounting issues.
8. Prepare analysis and reports for Superintendent and Assistant Superintendents.
9. Provide staff training and technical support with activity accounts.
10. Perform internal audits of agency fund accounts and make recommendations on correction of procedures or handling.
11. Conduct training sessions on procedures and policies.
12. Maintain confidentiality with sensitive matters.
13. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
14. Report to work on time and work no less than 7 hours per day.
15. Work independently with very little supervision.
16. May be required to perform other related functions as assigned your supervisor.

**Supervisory Responsibilities:**

None

**Qualifications:**

1. High School diploma or GED
2. Bachelor's degree in Accounting or related field.
3. Experience in accounting or related field may be substituted on a year for year basis for relevant education.
4. Statutes and regulations regarding fixed assets.
5. Computer systems, including data bases and word processing programs.
6. Personal and professional task management through the use of technology.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**FIXED ASSETS AND FEDERAL PROGRAMS ACCOUNTANT (CONT'D)**

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**