

WATERTOWN UNIFIED SCHOOL DISTRICT

Vacancy Notice

DISTRICT ACCOUNTANT

- POSITION GOAL:** To provide financial accountability in support of meeting the District's education goals and mission.
- START DATE:** As soon as available
- REPORTS TO:** Director of Business Services
- WORK LOCATION:** Educational Service Center (ESC)
- QUALIFICATIONS:** Qualifications the district prefers for in this position include:
- Previous accounting experience;
 - Minimum of an Associate degree in Accounting, Bachelor's degree preferred;
 - Experience in a school district business office preferred;
 - Familiarity with the Department of Public Instruction's Wisconsin Uniform Financial Accounting Requirements (WUFAR) accounting system; and
 - Knowledge of Governmental Accounting Standards Board (GASB) accounting structure.
- RESPONSIBILITIES:** The following include some, but not all, responsibilities related to this position:
- Maintaining general ledger accounts for the district including balance sheets, revenues, and expenditures;
 - Maintain and reconcile numerous bank and investment accounts;
 - Remit state/federal tax and Wisconsin Retirement System payments as required;
 - Complete all annual financial reporting required by the Department of Public Instruction;
 - Coordinate and monitor all state and federal grants;
 - Maintain ledgers balances for Pupil Service Accounts (PSA);
 - Coordinate and prepare preliminary and annual audit reports;
 - Process weekly insurance claims;
 - Maintain and balance all scholarship accounts;
 - Create spreadsheets and worksheets as required;
 - Create and maintain a system of district invoices;
 - Assist in the district's administration of its flexible spending plan;
 - Provide state tuition reports to the Department of Public Instruction;
 - Provide transportation reports to the Department of Public Instruction;
 - Assist in the determination of Maintenance of Effort;
 - Maintain the Fund 80 account;
 - Monitor district petty cash funds;
 - Meet regularly with the Director of Business Services to discuss current and future projects;
 - Perform other duties as assigned by the Superintendent and/or the Director of Business Services or as appropriate to the job assignment.

WORK SCHEDULE: 40 hours per week, 52 weeks per year

SALARY RANGE: Starting annual salary of \$55,000 - \$70,000 based on experience level

BENEFITS INCLUDE: Wisconsin Retirement System, Health Insurance, Dental Insurance, Life Insurance, Long-Term Disability, Sick Leave, Personal Leave, Paid Vacation

THE COMMUNITY: The Watertown community excels in its support for education and provides excellent physical facilities and a comprehensive curriculum for our students. The Watertown community includes approximately 23,000 residents and is located on the Rock River approximately halfway between Madison and Milwaukee, at the junction of Highways 16, 19, and 26.

The Watertown Unified School District is the 50th largest school district in Wisconsin. The District has a total enrollment of approximately 3,900 students spread over five elementary schools, one middle school, one high school, and an alternative school building. All school buildings have had recent additions and/or renovations completed. The District employs approximately 265 certified staff, 225 support staff, and 15 administrators.

APPLY BY: Friday, July 13, 2018

FOR SPECIFIC QUESTIONS REGARDING THE POSITION – PLEASE CONTACT:

Brittany Altendorf, Business Manager
Watertown Unified School District
111 Dodge Street
Watertown, WI 53094
920-262-1460 ext. 3209
altendorfb@watertown.k12.wi.us

DISTRICT CONTACT: Sarah Miller, Human Resources Administrative Assistant
Watertown Unified School District
111 Dodge Street
Watertown, WI 53094
920-262-1460 ext. 3223
millers@watertown.k12.wi.us

Internal Candidates: Apply by submitting a letter of interest and resume.

**External Candidates: Candidates should apply on Wisconsin Education Career Access Network (WECAN)
(<https://wecan.education.wisc.edu/#/>)**

The Watertown Unified School District does not discriminate in its education program, activities, or employment on the basis of race, color, religion or creed, sexual orientation, ancestry, national origin, sex, age, marital status, or handicap.