



Title: Accountant

Qualifications:

1. Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field from an accredited college or university. (required)
2. Knowledge of generally accepted accounting principles (GAAP) and fundamental accounting and internal-control practices. (required)
3. Demonstrated ability to reconcile accounts, analyze financial data, identify discrepancies, and prepare accurate financial reports. (required)
4. Proficiency with Microsoft Excel, including formulas, data analysis, and spreadsheet organization, and the ability to learn and effectively use the District's financial/ERP systems. (required)
5. Strong organizational skills and ability to manage multiple priorities, deadlines, and detailed financial records. (required)
6. Effective written and verbal communication skills and the ability to work collaboratively with employees at all organizational levels. (required)
7. Ability to maintain confidentiality and exercise sound professional judgment. (required)
8. Professional accounting experience in a school district, governmental entity, public accounting firm, or other complex organization. (preferred)
9. Knowledge of governmental and fund accounting, including GASB standards and Illinois school district accounting practices. (preferred)
10. Experience with school district financial reporting, grants, audits, capital projects, fixed assets, payroll accounting, or budget administration. (preferred)
11. Experience with enterprise resource planning (ERP), financial management, or school business software. (preferred)
12. CPA, MBA, CSBO endorsement, or other relevant professional credential. (preferred)

Reports To: Chief Business Officer

Supervises: N/A

Position Summary: The Accountant supports the financial operations of Champaign Community Unit School District No. 4 by performing professional accounting, reconciliation, reporting, compliance, and internal-control functions. The position helps ensure that District financial records are accurate, timely, properly supported, and maintained in accordance with generally accepted accounting principles, Illinois school finance requirements, Board policy, grant requirements, and established District procedures. The Accountant works collaboratively with Business Services staff, schools, departments, auditors, and other stakeholders to safeguard District resources and provide reliable financial information for decision-making.

Key Responsibilities:

1. Maintains accurate general ledger and financial records through account reconciliations, journal entries, closing activities, and review of financial transactions.
2. Prepares financial statements, schedules, account analyses, budget-to-actual reports, and other information used by Business Services leadership for financial oversight and decision-making.
3. Supports District compliance, grant accounting, annual audits, state financial reporting, restricted funds, and internal-control processes.
4. Provides financial analysis, technical assistance, and responsive support to schools and departments while helping improve the efficiency, accuracy, and reliability of District financial processes.

Performance Responsibilities:

General Accounting & Reconciliation

- A. Maintains and reconciles general ledger accounts, subsidiary ledgers, bank accounts, cash activity, investments, receivables, liabilities, and other assigned balance sheet accounts.
- B. Prepares and posts journal entries, adjusting entries, accruals, reclassifications, and other accounting transactions with appropriate supporting documentation and approvals.

- C. Assists with monthly, quarterly, and year-end closing processes to ensure financial activity is recorded accurately and in the proper accounting period.
- D. Monitors account activity and investigates unusual balances, variances, coding errors, duplicate transactions, or other exceptions; recommends and processes corrections as appropriate.

Financial Reporting & Budget Support

- E. Prepares financial statements, schedules, account analyses, budget-to-actual reports, and other management reports for Business Services leadership.
- F. Supports District budget initiatives by reviewing financial activity, assisting with projections, monitoring expenditures and revenues, and providing account-level analysis.
- G. Assists with preparation of the Illinois State Board of Education Annual Financial Report (AFR), budget documents, financial projections, and other required financial reports.
- H. Assists with accounts payable, accounts receivable, payroll accounting, purchasing, cash receipts, and other finance functions as needed to maintain accurate general ledger reporting.

Grants, Restricted Funds & Employee Benefits

- I. Assists with accounting for local, state, and federal grants, including reconciliation of grant expenditures and revenues, documentation, reporting, and compliance with allowable-cost requirements.
- J. Supports capital project, debt service, bond and interest, and restricted-fund accounting as assigned, including reconciliation of project expenditures and funding sources.
- K. Assists with health insurance reconciliations and analyzes revenue and expenditure reporting for employee benefits.

Compliance, Audit & Internal Controls

- L. Reviews financial transactions for proper account coding, authorization, documentation, procurement compliance, and adherence to District policies and internal controls.
- M. Prepares audit schedules, account reconciliations, confirmations, supporting documentation, and other information requested for the annual financial audit, grant audits, and other external reviews.
- N. Maintains organized accounting records and supporting documentation in accordance with District record-retention requirements.
- O. Identifies opportunities to strengthen internal controls, improve financial processes, increase efficiency, and reduce financial or compliance risk.

Collaboration, Service & Professional Responsibility

- P. Provides responsive customer service and technical assistance to schools and departments regarding account codes, budgets, financial procedures, documentation, and District business practices.
- Q. Interprets financial data and communicates findings clearly to financial and non-financial stakeholders while contributing effectively to a collaborative Business Services team.
- R. Maintains confidentiality of financial, employee, student, vendor, and other sensitive District information and demonstrates ethical conduct, accountability, transparency, and responsible stewardship of public resources.
- S. Performs other duties and special projects as assigned by the Director of Accounting or Chief Business Officer.

Terms of Employment: Twelve (12) month work year; salary and fringe benefits as established by the Board of Education.

Evaluation: Performance will be evaluated in accordance with District procedures and applicable Board policy by the employee's supervisor or designee.

FLSA Status: Exempt

Status: Last Revised September 3, 2026