



# JOB DESCRIPTION

**Job Title:** Academic Accountant II  
**Reports to:** Academic Finance Manager  
**Department:** Finance

**Wage/ Status:** Non-Exempt  
**HR Revised:** June 2025

## GENERAL JOB SUMMARY

The ideal candidate must be a servant leader with a strong commitment to public service, a thorough understanding of accounting concepts, and a true desire to work in a fast-paced, unique environment. This position provides support to Westlake Academy (WA) and, as a key member of the Westlake Finance Department, reports to the Academic Finance Manager. The primary duties include accounts payable, accounts receivable, and the daily collection, verification, and preparation of bank deposits for Westlake Academy.

## ESSENTIAL QUALIFICATIONS

### **Required Skills and Qualifications**

- Bachelor's degree in Accounting, Finance, or related field and at least five (5) years of experience in accounting or an equivalent combination of education, training, and experience.
- Possesses strong organizational, communication, and interpersonal skills.
- Ability to complete a criminal background check, with acceptable results, as determined by the Town of Westlake. Fingerprinting may be necessary due to possible interactions on the Westlake Academy campus.
- Must be legally able to work in the United States.

### **Preferred Qualifications**

- Governmental accounting experience (e.g. municipality or school).
- Current or previous Government Financial Officers Association (GFOA) or Texas Association of School Business Officials (TASBO) affiliation.
- Certified Government Financial Officer (CGFO) or Certified Texas School Business Specialist (CTSBS).

### **Knowledge, Skills, and Abilities**

- Knowledge of Generally Accepted Accounting Principles and practices of accounting, bookkeeping and basic office practices and procedures to include IRS W-9 and 1099/1096 Internal Revenue Service's regulation and reporting.
- Skill to utilize a variety of data sources to include general ledger systems, Annual Comprehensive Financial Reports (ACFR), monthly financial reports, internet sites, or other sources as needed.
- Skill to reconcile accounts and develop approaches and techniques to problem resolution.
- Intermediate Microsoft Excel and Google Sheets skills include the ability to set up spreadsheets, calculate and tabulate data.
- Ability to work with numbers in an accurate and rapid manner.
- Ability to compile, maintain, and file all reports, records, and other documents required, including auditable records.
- Ability to analyze and evaluate accounting problems, develop data, and recommend improved procedures.
- High level of integrity, dependability, and results-oriented work ethic.

- Ability to speak and deal tactfully with others and exhibit a willingness to share information.
- Ability to exercise sound judgment, decisiveness, and creativity in various situations.
- Ability to identify and implement process improvements.
- Ability to demonstrate a collaborative and flexible style, especially during times of change.
- Effective communicator with strong oral and written skills.

## **PERFORMANCE RESPONSIBILITIES**

### **General Expectations for All Employees**

For our Westlake team to serve our customers (internal and external) with superior services that are accessible, efficient, cost effective, and transparent, we hold these expectations for all employees:

- Learn and demonstrate an understanding of how team, department, and Town (municipal & academic) goals are interconnected.
- Contribute to a positive work culture and maintain confidentiality.
- Ability to assess personal work performance and/or the work performance of the team.
- Contribute to the development of others and/or the overall organization.
- Ability and willingness to work in a collaborative environment to demonstrate team skills, and to perform a fair share of team responsibilities.
- Ability to continuously learn and develop through a mix of internal and external training opportunities and when applicable encourage/mentor teammates to do the same.

### **Duties**

- Responsible for all aspects of accounts payable for WA, including the review of purchase orders, invoices, and employee per diem/reimbursement requests, preparing/providing adequate documentation for all, and ensuring the general ledger account coding is correct.
- Processes accounts payable check runs including balancing batch input, printing physical checks, processing ACH payments, and posting entries to the general ledger.
- Reviews vendor statements for outstanding invoices and adjustments, and works with vendors, administrators, principals, or staff to clear outstanding items or identified discrepancies.
- Main source of customer service for vendors.
- Oversees procurement card accounting, ensuring all receipts have been uploaded and approved, includes the reconciliation and data entry of WA procurement card transactions.
- Prepares daily deposits of revenue collected by WA, verifying cash and checks submitted.
- Assists with WA bi-weekly payroll by entering employee data, including hours worked, overtime, and extra-duty pay, verifying edit reports for accuracy.
- Collaborates with Human Resources to resolve any missing or unclear payroll data.
- Maintains strict confidentiality of sensitive employee and payroll information.
- Reconciles revenue collection platform activity with the general ledger, including recording activity, running and sharing applicable reports, ensuring timely and accurate deposits or refunds, and communicating balance information.
- Prepares and maintains class funds financial reports, including communicating with parent volunteers, reconciling and recording receipts and spending, and supporting the class sponsors.
- Prepares accounts receivable invoices for distribution on an as-needed basis, which includes recording to the general ledger.
- Acts as first point of contact and main customer service support source for non-administrative personnel on requisitions and purchase order management, accounts payable, procurement card reconciliation, revenue management, and all other general financial inquiries.

- Assists WA administrators and staff with general ledger or budget inquiries and accounting questions.
- Prepares accurate journal entries, which may include year-end accrual entries, ensuring adequate and appropriate (auditable) documentation is included with all entries.
- Scans and manages all accounting documents to ensure proper electronic storage.
- Assists in the processing of vendor 1099 and employee W2 forms; prepares forms for distribution.
- Maintains accounting records and may assist in the preparation of the annual report for unclaimed property.
- Prepares correspondence, forms, manuals, and reports following Municipal and Academic standards, requirements, and internal controls.
- Assists in the preparation and compilation of budget schedules and seasonal budget activities, entering budget transfers or amendments, and preparation of the annual budget document.
- Assists in the preparation and compilation of audit schedules and year-end activities, including the preparation of the Annual Comprehensive Financial Report (ACFR) and other financial documents.
- Documents all processes within responsibility area, including desktop manuals, end user training guides, and training aids, distributes to staff, and assists with training on processes.

#### **OTHER DUTIES**

- Provides ad hoc reports as assigned.
- Performs other duties as assigned by the Director of Finance and Academic Finance Manager.
- Complies with Municipal policies and procedures to include work schedule and attendance policies.
- Participates in special projects and events.
- Attends Board meetings, as and when required.
- Cross-trains with Finance staff for AP, AR, payroll, and banking functions.

#### **EVALUATION**

Performance of this job will be evaluated at least annually by Director of Finance and Academic Finance Manager.

#### **SUPERVISORY RESPONSIBILITIES:**

None.

#### **PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals. Requires the ability to maintain effective audio-visual discrimination and perception for making observations, operating assigned equipment, and communicating with others.

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

**Lifting:** Occasional light lifting and carrying up to 35 lbs.

**Environment:** May work prolonged or irregular hours; occasional exposure to adverse weather conditions.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

### **DISCLAIMER**

*This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.*

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**I have read and understand this explanation and job description.**

Employee Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_