

George County School District

APPROVED

MAR 07 2026

G C SCHOOL BOARD



Job Title: Accounting Specialist

Job Purpose: The Accounting Specialist supports district-wide financial and operational functions by performing accounting, and employee support activities in accordance with district policies and applicable state and federal requirements. This position is responsible for entering and maintaining financial records, and supporting payroll, benefits, and timekeeping functions to ensure accuracy, continuity of operations, and compliance. The Accounting Specialist provides essential backup support to critical Business Office functions and assists in maintaining accurate employee records and system access.

Knowledge, Skills & Abilities:

- Knowledge of basic accounting principles and school district financial operations.
- Knowledge of receipt entry, cash handling documentation, and recordkeeping requirements.
- Knowledge of payroll, benefits, timekeeping, and leave processes sufficient to provide backup support.
- Skill in accurate data entry and maintenance of financial and employee records.
- Skill in using accounting, payroll, and human resources software systems.
- Ability to communicate effectively, both verbally and in writing, with district staff and departments.
- Ability to maintain confidentiality of financial and employee information.
- Ability to manage multiple responsibilities, meet deadlines, and support continuity of operations.

Minimum Qualifications:

- High school diploma or equivalent required; associate degree in accounting, business, or a related field preferred.
- Experience in accounting, data entry, or business office support, preferably in a school district or public-sector environment.
- Working knowledge of basic accounting procedures and receipt entry.
- Ability to accurately enter financial and employee data and maintain organized records.
- Ability to provide backup support for payroll, benefits, and timekeeping functions.
- Proficiency in basic computer applications and accounting, payroll, or human resources software systems.
- Good verbal and written communication skills.
- Ability to maintain confidentiality and meet deadlines.

Reports To: Chief Financial Officer

Supervises: N/A

Duties & Responsibilities:

- Enter and maintain district-wide receipts in the accounting system, ensuring accuracy and proper account coding.
- Maintain supporting documentation for receipts and ensure records are audit-ready.
- Bill schools for transportation-related field trips in accordance with district procedures.
- Bill schools for extra duty in accordance with district procedures.
- Provide backup support for payroll and employee benefits processing as needed.
- Maintain district office employee time and attendance records.
- Process and track employee leave requests in accordance with district policies.
- Update and maintain employee system access, including password resets and updates in Active Resources or other HR systems.
- Respond to routine inquiries related to receipts, payroll backup, timekeeping, and employee records.
- Maintain confidentiality of financial and employee information.
- Support internal controls by following established accounting and payroll procedures.
- Assist with audit requests by providing documentation related to assigned responsibilities.
- Perform related duties as assigned within the scope of the position.

Terms of Employment: 240 Days / At Will

FLSA Status: Non-Exempt

DISCLAIMER: The preceding job 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.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date