

**ACCOUNTANT
Summative Appraisal Form**

Name _____ Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

- ____ 1. Under supervision of Comptroller, directed financial accounting, management, and reporting in accordance with Generally Accepted Accounting Principles (GAAP). Implement the policies established by federal and state law, State Board of Education rule, and local policy in the area of business; compile, maintain and file all reports, records and other required documents.
- ____ 2. Oversaw and maintained complete and systematic records of district's financial transactions. Record details of financial transactions in appropriate journals, subsidiary ledgers, and general ledger; inform Comptroller of any and all inaccuracies, and make correction as directed by the Comptroller. Review and process cash receipt summaries.
- ____ 3. Maintained responsibility for accuracy and completeness of accounts payable records. Monitor the implementation for the payment of all bills and invoices sent to the accounting department after approval from appropriate administrative personnel. Monitor all billings from the accounting department to insure that all accounts are current.
- ____ 4. Checked TEA Payment Ledger for cash received. Monitor daily bank cash levels to maintain compliance with depository bank agreement. Coordinate with Bank Depository Data Processing personnel to make inquiries and resolve discrepancies in account records. Produce worksheets of cash flow for district bank accounts. Ensure the effective implementation for reconciliation of all bank accounts maintained by the district, including all investment accounts.

____5. Assisted Comptroller with preparation of financial statements that are presented to the Board, annual audit and with the internal auditing of all school accounts. Prepare financial statements, income statements, and cost reports to reflect financial condition of district.

____6. Responsible for the reconciliation and analysis of the District Warehouse inventory for Local Maintenance and Food Service.

COMMENTS: _____

Other

____7. Performed other duties related to the accounting and financial condition of the district, as requested by Comptroller and/or CFO.

____8. Ensured the confidentiality and security of all financial files.

COMMENTS: _____

Supervisory Responsibilities

____9. Supervised the accounting staff and operations thereof as directed by the Comptroller.

____10. Attended training sessions/conferences to enhance professional skills and knowledge. Keep informed of and comply with state and district policies and regulations concerning primary job functions.

____11. Demonstrated a positive and professional interpersonal relations with district personnel and outside agencies. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

____12. Provided training personally to staff in their day-to-day work activities as directed by the Comptroller. Recommend other training as needed for accounting staff to Comptroller. Lead staff in “catching” the vision of the district and employing an accounting mission that coincides with the district vision and mission under the direction of the Comptroller.

____13. Ensured the confidentiality and security of all financial files.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

Administrator (Print Name)

Date

Administrator's Signature

Date

Employee's Signature

Date