

**DR01 ACCOUNTANT  
Summative Appraisal Form**

Name \_\_\_\_\_ School Location \_\_\_\_\_

Position \_\_\_\_\_ Date of Review \_\_\_\_\_

Evaluator \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

**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**

**General Duties**

- \_\_\_\_1. Assists the controller in the annual audit.
- \_\_\_\_2. Is responsible for the reconciliation and analysis of the District Warehouse inventory between the subsidiary and the detail general ledge.
- \_\_\_\_3. Is responsible for preparation of Audit Schedule of expenditures for all Special Revenue Funds.
- \_\_\_\_4. Is responsible for the reconciliation of the General, Self-Funded Group Health Insurance, Payroll, Food Service, and Special Revenue bank accounts with the detail general ledgers.

- \_\_\_\_5. Prepares all monthly, quarterly, semi-annual and annual financial reports required by state and federal agencies for any Special Revenue Fund except for the Food Service Fund.
- \_\_\_\_6. Prepares monthly schedule of revenue receipts per fund.
- \_\_\_\_7. Reconciles the interfund receivables and payables.
- \_\_\_\_8. Prepares the interest earned for all investment's journal vouchers.
- \_\_\_\_9. Prepares reconciliation of revenue receipts and expenditures for balancing to general ledgers and schedule of federal financial assistance.
- \_\_\_\_10. Prepares the audit schedule of "Schedule of Federal Financial Assistance."
- \_\_\_\_11. Maintains the executive key for check signing on a backup basis.
- \_\_\_\_12. Is responsible for the reconciliation of TexPool Lonestar investment balances to the detail general ledgers and preparation of TexPool Investment worksheet.
- \_\_\_\_13. Serves as backup for the General Funds Bookkeeper and Controller.
- \_\_\_\_14. Provides the program directors the opportunity to review the quarterly or final grant reports prior to submission to TEA.
- \_\_\_\_15. Prepares any projects assigned by Controller, designee or Chief Financial Officer.
- \_\_\_\_16. Prepares a memorandum to program directors with a reminder of forthcoming program end dates.
- \_\_\_\_17. Coordinates with purchasing and accounts payables to ensure that all necessary accounts are processed prior to program end dates.
- \_\_\_\_18. Reports monthly report of net income or loss of Head Start for approval.
- \_\_\_\_19. Requests Head Start monies.
- \_\_\_\_20. Prepares monthly report of net income or loss of Bilingual program for approval.
- \_\_\_\_21. Requests Bilingual monies.
- \_\_\_\_22. Prepares end of fiscal year revenue accrual or deferral entries prior to first closing and final closing.
- \_\_\_\_23. Is responsible for the preparation of all Special Revenue, except Food Service Fund, monies request for reimbursement.

**COMMENTS:** \_\_\_\_\_

**Other**

\_\_\_\_24. Performs other duties assigned by supervisor.

\_\_\_\_25. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

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's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date