

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

ACCOUNTANT, Instructional

QUALIFICATIONS

- Associate's Degree in business, **OR**
- High School Diploma or equivalence or Florida Special Diploma **and** four (4) years experience in accounting.
- Proficient in use of 10-key calculator, fax, and copiers.
- Knowledge of computer applications and technical equipment as related to specific job functions.

REPORTS TO Executive Director for Instructional Support Services

SUPERVISES No supervisory duties

POSITION GOAL

To assist the Executive Director for Instructional Support Services by monitoring division and project budget accounts, payroll and personnel records, and to act as a liaison for the Division to ensure that paperwork flows timely and accurately to all other divisions.

PERFORMANCE RESPONSIBILITIES

1. * Maintain accurate accounting records for general fund budgets in the Instructional Support Services Division.
2. * Maintain all accounting records and prepare appropriate cost reports for federal and general fund projects assigned to the Executive Director for Instructional Support Services.
3. * Monitor state and federal grants awarded to the district and assigned to the Executive Director for Instructional Support Services and maintain all paperwork for audit accountability.
4. * Prepare and enter payroll for the Division.
5. * Key stipends and other gold invoice related overtime.
6. * Maintain personnel records.
7. * Train new employees in the Division regarding budget, payroll and finance procedures.
8. * Work with schools, other departments and outside agencies in order to facilitate the budget process in a cohesive manner.
9. * Direct any part-time assistants as needed.
10. Perform all other duties as assigned by the Executive Director for Instructional Support Services..

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AS-C \$31,925 - \$56,694
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **16**
EEO-5 Line **51**

Function **6300**
Survey Code **63097**
Job Code **1968**

ADA CODES

2 **Sedentary**
3 **A - D / F - I / K-V**
4 **Indoors / None**

BOARD APPROVED

December 15, 1998