

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ACCOUNTANT, Pre-K Early Intervention

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three years of successful experience in accounts payable/bookkeeping/computer data entry or combination of these skills.
- Experience in using computerized accounting systems is desirable.

#### KNOWLEDGE, SKILLS, ABILITIES

- Proficiency in secretarial skills.
- Proficiency in computer applications as related to specific job functions.
- Proficiency in word processing applications to include desktop publishing and office technology as related to departmental job functions.

#### SUPERVISION

**REPORTS TO**      Manager, Pre-K Early Intervention  
**SUPERVISES**      No supervisor duties

#### POSITION GOAL

*To maintain the Department's accountability by effecting sound management of the specialized areas assigned in order to provide maximum services for the Department.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Receive visitors/phone calls and provide information or make referrals to other staff members when appropriate.
2. \* Open, organize, and route mail.
3. \* Draft and word process correspondence and other documents.
4. \* Schedule appointments and meetings for supervisor.
5. \* Inventory and order supplies, forms, and equipment.
6. \* Maintain an accurate filing system of all records and documents required for post audit of the Department.
7. \* Maintain the Department's word processing files and records for various reports, bids, work orders, specifications, etc.
8. \* Maintain the Department's personnel records and reports as specified by District and State regulations.
9. \* Maintain current accounting of funds consistent with the accounting system prescribed by the State Board of Education, and with generally accepted accounting principles and procedures.
10. \* Maintain accurate general ledger accounting system for program funds and periodically prepare balance sheets, financial statements, and other documents designed to meet legal requirements and to provide accurate management information data.
11. \* Assist in developing and implementing written procedures of fee collection.
12. \* Collect and record fees as required.
13. \* Assist with the preparation and submission of appropriate program information.
14. \* Assist with the preauditing, maintenance and processing of purchase orders and invoices as required.
15. Perform other duties as assigned by the appropriate director.

\*Denotes essential job function/ADA

**EQUIPMENT / MATERIALS**

**PHYSICAL REQUIREMENTS**

**PHYSICAL ACTIVITY**

**WORKING CONDITIONS**

**TERMS OF EMPLOYMENT**

**PAY GRADE**

**C-C \$31,925 - \$56,694**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

**POSITION CODES**

PeopleSoft Position  
Personnel Category 16  
EEO-5 Line 51  
Function 6300  
Job Code 1644  
Survey Code 63097

**FLSA**

Applicable  
 Not applicable      Previous Approval Date

**BOARD APPROVED**

June 25, 2002

ADA Information Provided by  
Position Description Prepared by