

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

ACCOUNTANT, Records and Reports

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three years of successful experience involving accounting/data processing or a combination of the two.
- Proficiency in the maintenance and utilization of computerized programs as related to departmental job functions.

REPORTS TO Appropriate Director Or Designee

SUPERVISES No supervisory 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. * Maintain the specified computerized programs in a systematic fashion while analyzing potential improvements that might be made.
2. * Maintain the departments' word processing files and records for various reports, bids, work orders, specifications, etc., and disseminate such as required.
3. * Assist with the maintenance and/or processing of work orders and purchase orders as required.
4. * Maintain the departments' personnel records and reports as specified by District and State regulations.
5. * Prepare and maintain a systematic system in regards to record inventory, filing, and storage.
6. * Answer incoming phone calls and/or act as back-up dispatcher as required by the appropriate director.
7. Perform other duties as assigned by the appropriate director.

*Denotes essential job function/ADA

TERMS OF EMPLOYMENT

PAY GRADE

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

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **14**
EEO-5 Line **44**

Function **Vary**
Survey Code **77227**
Job Code **1778**

ADA CODES

2 **TBA**
3 **TBA**
4 **TBA**

BOARD APPROVED

April 12, 1994

Job Code **1671**