

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

ACCOUNTANT, Transportation 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.

REPORTS TO Supervisor of Business Support

SUPERVISES No supervisory duties

POSITION GOAL

To maintain the department's accountability by effecting sound management of parts inventory system and the fleet utilization program in order to provide maximum services for the department.

PERFORMANCE RESPONSIBILITIES

1. * Maintain the automated parts inventory system and the automated vehicle fleet utilization program in an efficient manner while analyzing potential improvements that can be made.
2. * Assist with preparing and updating documentation for various automated systems including the department's word processing, spread sheet and computerized fuel/fleet utilization files.
3. * Assist with developing data collection instruments in order to prepare various reports, bids, work orders, specifications, etc. that will maintain inventory levels and reorder points, while also providing an adequate recording and billing system of fuel usage and vehicle parts.
4. * Assist with the maintenance and processing of work orders and purchase orders as required.
5. * Assist in maintaining the departments fuel inventory procedures to include polling, ordering and data base processing of fluids such as oil, automatic transmission fluids, fuel additives, diesel and unleaded fuels.
6. * Maintain a reporting and billing system designed to account for district-wide fuel and parts inventory usage.
7. Perform other duties as assigned by the Supervisor of Business Support.

**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

POSITION CODES

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

Function **7800**
Survey Code **78097**
Job Code **1908**

ADA CODES

2 **Light Work**
3 **A/C-D/F/L-Q/S-V**
4 **C/F-J**

BOARD APPROVED

October 10, 1995