

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### COORDINATOR, Accounting

#### QUALIFICATIONS

- Master's Degree in Accounting, Taxation, Business Administration, School Administration or related field **OR**
- Bachelor's Degree in Accounting, Finance, Public Administration or related field and designation as a Certified Public Accountant, Certified Public Finance Officer, Certified Government Finance Officer, or Certified Administrator of School Finance and Operations.
- Five (5) years experience in governmental financial accounting and/or auditing.
- Valid Florida driver's license.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of generally accepted accounting practices applicable to large local governmental entities to include pronouncements of the Government Accounting Standards Board.
- Knowledge of Federal and Florida Law and State Board of Education Rules pertaining to school financial systems.
- Knowledge of the requirements of OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Knowledge of computer applications as related to accounting functions, including a working knowledge of computerized accounting systems and proficient in use of Excel and Word.
- Ability to analyze complex accounting information to present accurate and complete accounting financial statements and reports.
- Ability to plan, organize, prioritize, direct, and coordinate the work of personnel. Knowledge of supervisory principles and practices.
- Effective skills in oral and written communications.

#### SUPERVISION

**REPORTS TO** Director of Finance  
**SUPERVISES** Accountant II

#### POSITION GOAL

***To coordinate and maintain an accurate and current accounting of all district funds for the provision of useful management information for the School Board and staff consistent with Federal and State requirements and generally accepted accounting principles and to assist in maintaining the integrity of general ledger controls and balances through supervision of the Accountant II positions.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Assist with administering the financial affairs of the district, including coordination of the handling of all funds on a cost center/fund/function/object/project basis consistent with the accounting system prescribed by the State Board of Education and with generally accepted accounting principles and procedures.
2. \*Assist with implementing and maintaining procedures and reports which that comply with the laws of the State of Florida and Federal government, requirements of the Governmental Accounting Standards Board, rules of the State Board of Education, regulations of the Internal Revenue Service, standards of the Payment Card Industry, and accepted standards of the accounting profession.
3. \*Assist in the preparation of periodic financial reports, including the Comprehensive Annual Financial Report, Florida Department of Education financial statements, Program Cost Report, Schedule of Expenditures of Federal Awards (SEFA), monthly financial reports, and other periodic financial reports, as required by law, the State Board of Education, and the School Board of Seminole County.

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4. \*Assist in the direction supervision of the monthly closing process including reconciliation of cash, posting of investment earnings, and review and reconciliation of general ledger account balances.
5. \*Supervise the fiscal year-end closing process, including general ledger, accruals, and purchase order closing procedures.
6. \*Coordinate functions and services of the district's fund accounting area.
7. \*Oversee compliance with internal controls related to general ledger accounts and balances, including periodic review and financial analysis of banking transactions, journal entries, and other transactions and balances.
8. \*Handle daily management of district funds to maintain appropriate balance of invested funds and funds available to meet required cash outflows, record incoming and outgoing cash transactions to the general ledger, and handle bank-related issues.
9. \*Assist in developing cash flow projections for effective implementation of the district's investment strategy in line with district policy requirements.
10. \*Prepare or facilitate the preparation and review of monthly bank reconciliations for the district control account and related sweep accounts.
11. \*Liaise with other district departments and cost centers to manage interrelationships and cross-functional tasks.
12. \*Recommend changes and assist in the development and documentation of accounting procedures or systems for the educational and financial programs.
13. \*Coordinate, develop, request, and test needed enhancements to the finance computerized information systems.
14. \*Prepare or facilitate the preparation of schedules and other information for the external auditors.
15. \*Provide instruction or training on a routine basis to keep accountants current regarding new requirements or procedures.
16. \*Direct, supervise, and conduct annual evaluations of assigned personnel regarding productivity in achieving expected District goals and offering recommendations for overall improvement.
17. \*Recruit, interview, and recommend for hire assigned, vacant staff positions.
18. \*Provide for orderly and systematic files of financial records.
19. Perform other duties as assigned by the Director of Finance.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Standard Office Equipment and Materials

### PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.
<b>Repetitive Motions</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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## WORKING CONDITIONS

### Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

### PAY GRADE

AO-07-E **\$75,863 - \$116,260**

District Salary Schedule

Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 06  
EEO-5 Line 06  
Function 7500  
Job Code 1492  
Survey Code 75020

### FLSA

Applicable  
 Not applicable

Previous Board Approval

ADA Information Provided by Carrie Chambers  
Position Description Prepared by Carrie Chambers

### BOARD APPROVED

February 25, 2020  
September 22, 2015  
August 11, 2015