

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SENIOR ACCOUNTANT

QUALIFICATIONS

- Bachelor's Degree in Accounting or related field. Master's Degree in Accounting preferred. Certified Public Accountant preferred.
- Minimum four (4) years' relevant work experience, preferably in a school system, other governmental agency, or a large organization. A Master's Degree in Accounting may be substituted for one (1) year of required experience.
- Experience in preparing general ledger postings, account reconciliations, complex bank reconciliations, and reconciling subsidiary ledgers.
- Experience in preparing federal and state periodic tax reports for payroll (Form 941), sales tax, and excise tax.

KNOWLEDGE, SKILLS, ABILITIES

- Thorough understanding of the accounting cycle and accounting procedures.
- Knowledge of the application of Generally Accepted Accounting Principles, GASB preferred, and Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book) preferred.
- Knowledge of accounting systems and applications. Excel experience required. PeopleSoft and database experience preferred.
- Intermediate to advanced Microsoft Excel proficiency; common formulas, pivot tables, conditional format, and lists.
- Excellent organizational skills; aptitude for numbers and the ability to perform complex mathematical and accounting processes using spreadsheets and other tools; ability to maintain accurate and detailed records; analytical reasoning; and problem-solving skills.
- Good verbal and written communication skills with an emphasis on "plain English."
- Ability to maintain a positive attitude and outlook; strong team player with a collaborative mindset; and flexible to deal with changes and challenges.

SUPERVISION

REPORTS TO SUPERVISES Coordinator, Accounting
Assigned Personnel

POSITION GOAL

To establish, interpret, and analyze complex accounting records and financial statements for management, including fund accounting, costing, and budget data. Make recommendations based on analysis and status of fund reserves, assets, liabilities, revenues, and expenditures.

PERFORMANCE RESPONSIBILITIES

1. *Support general accounting functions, maintain financial records, and ensure that financial transactions are properly recorded consistent with the accounting system prescribed by the State Board of Education and with generally accepted accounting principles and procedures.
2. *Prepare and/or review complex journal entries including budget amendments and ensure the accuracy of entries to ledger accounts.
3. *Prepare reconciliations of accounts and subsidiary ledgers; actively investigate reconciling items to resolve timely.
4. *Maintain accurate general ledger accounting system for District funds and periodically prepare balance sheets, financial statements, and other documents designed to meet legal requirements and to provide accurate management information data.
5. *Timely reconcile assigned bank and investment accounts to the General Ledger on a monthly basis.
6. *Prepare periodic tax reports for submission to federal and state agencies.
7. *Assist in the monthly reconciliation of the Florida Retirement System account.
8. *Assist with closing the accounting and budget ledgers each month and at year-end, to include preparing accruals, and reconciling balance sheet accounts.
9. *Assist with gathering and preparing documentation for auditors.
10. *Perform analytical assignments and prepare accounting reports.
11. *Collaborate across departments to obtain resources needed to resolve issues.

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- 12. *Assist in documenting departmental policies and procedures, identifying opportunities for improvement, and implementing needed changes to accounting processes.
- 13. *Lead or participate in training and skills development initiatives; provide guidance to lower-level accountants.
- 14. Perform other duties as assigned by the Coordinator, Accounting.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

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

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	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.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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-12-G \$57,080 - \$89,862 District Salary Schedule Months 12 Annual Days 258 Weekly Hours 37.5 Annual Hours 1935	POSITION CODES PeopleSoft Position TBD Personnel Category 14 EEO-5 Line 44 Function Vary Job Code 2119 Survey Code 75031	FLSA <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable ADA Information Provided by Position Description Prepared by	BOARD APPROVED February 9, 2021 Previous Board Approval Carrie Chambers/Todd Seis Carrie Chambers/Todd Seis
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