

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST II, Finance Cashier Office

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Two (2) or more years of experience in accounts payable, accounts receivable, bookkeeping, or other related duties with a governmental agency or large organization.
- Preferred experience in one or more of the following areas: cashiering, customer service, or help desk; data entry, data verification and reconciliation; cash drawer reconciliation and bank deposits; accounts receivable or payable and vendor intake.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions, including Excel, Outlook, and Word; spreadsheet preparation and basic formulas. PeopleSoft experience a plus.
- Excellent organizational skills, ability to maintain accurate and detailed records, 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 collective mindset, and flexible to deal with changes and challenges.

SUPERVISION

REPORTS TO Manager, Accounts Payable
SUPERVISES No Supervisory Duties

POSITION GOAL

To provide quality customer service, accurately record and reconcile cash receipts, process payments timely within tight deadlines, and maintain accurate and up-to-date vendor records.

PERFORMANCE RESPONSIBILITIES

1. *Cashier team members provide full-day coverage of cashiering office.
2. *Receive, record, and process all monies (cash, checks, credit card); code receipts to the correct accounts; and complete daily deposit.
3. *Answer phone calls and emails and return any messages within 24 hours. Provide customer support for finance-related activities such as the District's Teacher Supply Card program.
4. *Accurately process District payments for accounts payable, garnishments, and payroll (e.g., initiate EFT and ACH and print and mail checks) according to fixed schedules and ad hoc, as needed.
5. *Verify accounts payable voucher groups.
6. *Maintain the vendor database records, including Taxpayer ID Number (TIN) matching, adding new vendors, and processing vendor changes.
7. *Exercise good judgment that contributes to the improvement of procedures and processes related to the execution of job duties.
8. Perform other duties as assigned by the Manger, Accounts Payable.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

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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

C-C \$34,422 - \$61,131
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 16
EEO-5 Line 51
Function Vary
Job Code 1670C
Survey Code 75032

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

May 11, 2021

ADA Information Provided by Carrie Chambers/Todd Seis
Position Description Prepared by Carrie Chambers/Todd Seis