

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST I, Finance and Projects

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma. Associate's Degree preferred. Three (3) years of successful experience involving accounting/data processing or a combination of the two.
- Two (2) years of experience with application software support.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications and office business machinery as related to specific job functions.

#### SUPERVISION

**REPORTS TO** Coordinator, Instructional Resources  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To implement and maintain accounting procedures and the preparation of financial data as required for effective fiscal management of the District Instructional Resources Department, and provide technical computer support and maintenance for the District Library Automation system.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Maintain, verify, and balance all budget records. Provide monthly printout of account status.
2. \* Maintain accounts payable records and verify items received against original orders.
3. \* Prepare purchase orders, letters, and various other materials under the direction of the Coordinator, Instructional Resources.
4. \* Reconcile monthly financial records for instructional materials, library media and science supply expenditures.
5. \* Provide each school with annual budget allocation figures for instructional materials purchases.
6. \* Establish and maintain fiscal accountability Instructional Materials Accounts.
7. \* Verify and post all invoices from Florida School Book Depository.
8. \* Compile SIS information for instructional material projections and ID barcodes for Library Automation system.
9. \* Process departmental forms and payroll through PeopleSoft Finance and HR.
10. \* Provide technical support to school district personnel on District Library Automation software.
11. \* Maintain the District Library Media software and iPac (internet public access catalog) including verifying and uploading MARC records, entering bibliographic data, running auto notices, and loading patrons.
12. \* Keep current with computing application updates and technological developments.
13. \* Assist with identification, research and correction of the automated systems' software and hardware problems.
14. \* Maintain department web pages.
15. Perform other duties as assigned by the Coordinator, Instructional Resources.

*\*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.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Balancing** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Kneeling** Bending legs at knee to come to a rest on knee or knees.  
**Crouching** Bending the body downward and forward by bending leg and spine.  
**Twisting** Moving body from the waist using a turning motion.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 10 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 10 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Grasping** Applying pressure to an object with the fingers and palm.  
**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

**None** The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

## TERMS OF EMPLOYMENT

### PAY GRADE

**C-C \$31,925 - \$56,694**  
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 1670A  
Survey Code 62097

### FLSA

Applicable  
 Not applicable

### BOARD APPROVED

July 27, 2010  
June 15, 1993  
Previous Board Approval

ADA Information Provided by Kathy Green  
Position Description Prepared by Kathy Green