

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

ACCOUNTANT, Facilities Services Records and Reports

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three years experience involving accounting/computer data entry/Microsoft Office applications or combination.
- Proficiency in maintenance and utilization of computerized programs relating to department job functions.

REPORTS TO Appropriate Director or Designee

SUPERVISES No supervisory duties

POSITION GOAL

To maintain the department's personnel / payroll files along with inventory and maintenance records necessary for the recording and reporting of accurate attendance data to payroll while processing other pertinent departmental work request information.

PERFORMANCE RESPONSIBILITIES

1. * Reconcile information for payroll purposes and post to the appropriate payroll system.
2. * Process appropriate documentation for employee attendance leaves while maintaining supporting files.
3. * Coordinate the enrollment/termination of employees with Human Resources.
4. * Assist employees in matters concerning deductions and benefits.
5. * Assist in preparing and maintaining systematic records of receipts and issues of warehouse inventory.
6. * Assist in maintaining pertinent maintenance related records for schools and ancillary facilities.
7. * Act as back-up dispatcher/receptionist as necessary.
8. * Assist with bookkeeping and processing of invoices as necessary.
9. * Assist in processing work requests from schools and cost centers.
10. Perform other duties as assigned by the appropriate director.

**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** Function **8100**
Personnel Category **16** Survey Code **79099**
EEO-5 Line **51** Job Code **1951**

ADA CODES

2 **Sedentary Work**
3 **A / C / P / S / T**
4 **Indoors**

BOARD APPROVED

March 10, 1998