

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

ACCOUNTANT II

QUALIFICATIONS

- Associate's Degree with major course work in Accounting and Business Administration.
- Proficient in use of ten-key calculator.
- Four (4) years of accounting experience in a school system, other governmental agency, or a large organization. (A Bachelor's Degree in Business Administration or accounting may be substituted for two years of required experience.)
- Knowledge of computer applications as related to specific job functions, including a basic working knowledge of computerized accounting systems.

REPORTS TO Assistant Director Of Finance

SUPERVISES No supervisory duties

POSITION GOAL

To maintain an accurate and current accounting of all District funds consistent with the State prescribed system and with generally accepted accounting principles and to prepare periodic financial statements for management information and postaudit purposes.

PERFORMANCE RESPONSIBILITIES

1. * Maintain current accounting of 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. * Maintain special accounts for capital outlay and other identified projects.
3. * Project funds needed to meet current requirements and identify surplus funds which are to be placed into temporary investments.
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. Perform other duties as assigned by the Assistant Director of Finance.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-E \$46,294 - \$87,539
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA** Function **Vary**
Personnel Category **14** Survey Code **75031**
EEO-5 Line **44** Job Code **1953**

ADA CODES

2 **TBA**
3 **TBA**
4 **TBA**

BOARD APPROVED

May 11, 1993