

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

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| <b>ACCOUNTANT, IS Department</b> |
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### QUALIFICATIONS

- Associate's Degree in Accounting,  
**OR**
- High School Diploma or equivalence or Florida Special Diploma **with** bookkeeping experience and four (4) years experience in high-level accounting.
- Knowledge of computer applications as related to specific job functions.

**REPORTS TO** Chief Information Officer of Information Services

**SUPERVISES** No supervisory duties

### POSITION GOAL

***To assist Chief Information Officer of Information Services by monitoring office and project accounts and by processing purchase orders, pay requests, and maintaining services contracts.***

### PERFORMANCE RESPONSIBILITIES

1. \* Prepare and process budget materials, which includes working with the CIO and supervisors in compiling an accurate budget for all areas of the IS Department.
2. \* Coordinate submitted budget materials and maintain quality control of data processing budget files.
3. \* Implement budget amendments, including maintaining account stability and identifying areas of concern.
4. \* Check accuracy of all prepared reports and payment requests.
5. \* Assist with directives and correspondence in finance area.
6. \* Prepare appropriate cost reports.
7. \* Issue and maintain all service contracts including, but not limited to professional services, computer hardware maintenance and computer software maintenance.
8. \* Issue, track and pay all Information Services purchase orders and other capital project purchase orders.
9. \* Maintain current knowledge on computer hardware and software technology used with the District and insure properly coded purchase orders in accordance with District accounting standards.
10. \* Perform other duties as assigned by the Chief Information Officer of Information Services.

*\*Denotes essential job function / ADA.*

### TERMS OF EMPLOYMENT

**PAY GRADE**

District Salary Schedule  
**AS - C \$31,925 - \$56,694**  
 M 12 D 258 1935

**POSITION CODES**

PeopleSoft Position **TBA**  
 Personnel Category **16**  
 EEO-5 Line **51**

**ADA CODES**

Function **7750**  
 Survey Code **82097**  
 Job Code **1646**

**BOARD APPROVED**

April 13, 1999