

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

INTERNAL ACCOUNTS ANALYST

QUALIFICATIONS

- Bachelor's Degree in Business Administration with a major in Accounting with two (2) years of accounting experience in a school system, other governmental agency, or a large organization preferred **OR** Associate's Degree with major course work in Accounting and Business Administration with two (2) years of accounting experience in a school system, other governmental agency, or a large organization.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions, including a basic working knowledge of computerized accounting systems.
- Knowledge of State laws and rules, District policies and procedures.
- Effective decision-making skills required.
- Possess communication skills of listening, oral communication and oral presentation.
- Possess effective written communication skills.

SUPERVISION

REPORTS TO Director of Budgeting
SUPERVISES No supervisory duties

POSITION GOAL

To conduct various school/department audits, and provide training, guidance and assistance to school personnel in order to maintain an accurate and current accounting of all school internal account funds consistent with the State laws and rules, school board policies and procedures, and with generally accepted accounting principles.

PERFORMANCE RESPONSIBILITIES

1. *Provide training and guidance on an on going basis to school personnel in order to maintain an accurate and current accounting of all school internal account funds in accordance with state laws and rules, school board policies and procedures and with generally accepted accounting principles.
2. *To provide training and guidance to schools in the proper and efficient use of the internal accounts software.
3. *Perform periodic detailed audits of school internal accounts to ensure compliance and proper controls.
4. *Review school records, processes and procedures to ensure compliance with laws, rules, policies and procedures.
5. *Provide constructive feedback to school administration following each review and audit.
6. *Perform various analytical reviews to investigate unusual variances in revenues and expenditures patterns.
7. *Review the Principal's monthly financial statement and bank reconciliation statement.
8. *Prepare year-end summary reports for the Internal Account Funds to be used in the preparation of the Annual Financial Report.
9. *Serve as liaison between the external auditors and the school district.
10. *Assist with the development and revision of the Internal Accounts Procedures Handbook, updating of required forms, and other documents as necessary.
11. *Provide training to school and cost center personnel on other finance processes and procedures as necessary.
12. *Perform other accounting and budgeting functions.
13. Perform other duties as assigned by the Director of Budgeting.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

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 Motion 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

AS-D \$45,429 - \$80,675
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 14
EEO-5 Line 44
Function Vary
Job Code 1929
Survey Code 75031

FLSA

Applicable
 Not applicable

BOARD APPROVED

June 21, 2005

ADA Information Provided by Rosh Khatri
Position Description Prepared by Rosh Khatri