

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, Accounting

QUALIFICATIONS

- Associate's Degree or sixty (60) semester hours from an accredited institution **AND** three (3) years of experience in finance, accounting, or bookkeeping in a school district or other governmental agency; **OR** High School Diploma or equivalence or Florida Special Diploma **AND** five (5) years of experience in finance, accounting, or bookkeeping in a school district or other governmental agency.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of bookkeeping and purchasing guidelines and processes.
- Knowledge of Excel and other computer applications and technology as related to job functions.
- Skill in problem solving, human interaction, and conflict management.
- Skill in effective oral and written communications.
- Ability to analyze, interpret, synthesize, and use data in decision-making.
- Ability to work under pressure to meet deadlines for projects.
- Ability to read, interpret, and apply laws, rules, and regulations.

SUPERVISION

REPORTS TO Coordinator, Budgeting
SUPERVISES No Supervisory Duties

POSITION GOAL

To provide accounting support to assigned District departments; provide bookkeeping training and support to all schools and departments District-wide; and assist the Finance and Budget Office.

PERFORMANCE RESPONSIBILITIES

1. *Maintain accurate accounting records for all budgets in the assigned cost centers.
2. *Verify, monitor, and balance all accounting records and prepare appropriate cost reports for federal and general fund projects in assigned cost centers.
3. *Maintain accounts payable records and verify items are received against original orders.
4. *Prepare purchase orders, journal entries, budget transfers and journals, and other financial documents/transactions.
5. *Process payroll through PeopleSoft HR for assigned cost center.
6. *Monitor assigned federal, state, and special projects and ensure compliance with federal and state requirements.
7. *Assist with federal and state financials and/or program reporting requirements.
8. *Provide training and support to bookkeepers at the schools and District level.
9. *Monitor budgets of all cost centers that have been assigned and provide assistance in maintaining balanced budgets.
10. *Collect data from various sources for use in developing reports provided to the District and school-based personnel.
11. *Audit monthly Purchasing Card reports for the schools and departments assigned to ensure compliance with the rules and regulations of the District.
12. *Communicate and collaborate with administrators, principals, and staff on all programs and projects.
13. *Keep professional skills and knowledge of current policies and regulations updated.
14. Perform other duties as assigned by the Coordinator of Budgeting.

**Denotes essential job function/ADA*

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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, pull, push 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.
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-D \$48,983 – \$86,987
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function 7500
Job Code 1953D
Survey Code 75010

FLSA

Applicable
 Not applicable

BOARD APPROVED

January 18, 2022

ADA Information Provided by Virginia Bracco
Position Description Prepared by Virginia Bracco