

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST II, Finance--Printing Department

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma, supplemented by courses in bookkeeping or accounting.
- Two (2) years of successful experience involving accounting/data processing, printing estimating or a combination of the three.
- Knowledge of computer applications and print estimating software as related to specific job functions.

REPORTS TO Printing/Reprographics Manager,
Printing Department

SUPERVISES No supervisory duties

POSITION GOAL

To implement and maintain accounting procedures and the preparation of financial data as required for effective management of fiscal affairs of the Printing Department, Instructional Media and Technology Services Department.

PERFORMANCE RESPONSIBILITIES

1. * Maintain, verify, and balance all budget records. Provide printouts of account status.
2. * Maintain accounts payable records and verify items received against original orders.
3. * Bill schools/departments for copier use and printing services and maintain receipt of payment records.
4. * Type purchase orders, letters, and various other materials under the direction of the Printing/Reprographics Manager.
5. * Provide estimates to cost centers using Print estimating software.
6. * Reconcile monthly financial printouts from Data Center for Printing Department expenditures.
7. * Report, track and account for employee absences.
8. * Provide each cost center with a monthly printout of accounts status.
9. * Establish and maintain fiscal accountability of Printing Department and Copy Center.
10. * Verify and post to account ledger all invoices from vendors, and process all invoices through Finance for payments to vendors.
11. * Maintain accounts and provide each cost center with account histories.
12. * Process departmental forms and payroll and OPS information.
13. Perform other duties as assigned by the Printing/Reprographics Manager.

**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**
Personnel Category **16**
EEO-5 Line **51**

Function **7760**
Survey Code **62097**
Job Code **2032**

ADA CODES

2 **Medium Work**
3 **A - B / G - H / K**
4 **B / F - J**

BOARD APPROVED

November 19