

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### SPECIALIST, GENERAL FUNDS

**SALARY SCHEDULE: ADMINISTRATIVE – H**

**COST CENTER: FINANCIAL SERVICES (9038)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree or higher with a major in Accounting or Finance.
- (2) Minimum of three (3) years experience in the provision of budget, financing, accounting and auditing. Government experience helpful.
- (3) Related work experience may substitute on a year for year basis for the education requirement at the discretion of the District.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of accounting terminology and procedures and policies utilizing computer technology. Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of generally accepted accounting principles, governmental accounting standards and cash control procedures. Effective oral and written communication skills. Possess good mathematical skills. Ability to work independently or as part of a team.

**REPORTS TO:**

Accounting Supervisor

**JOB GOAL**

To provide accounting to all District schools and departments in an efficient and timely manner, within the appropriate federal, state and local regulations.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Responsible for all accounting functions for General Funds of the School Board of Sarasota County.
- \* (2) Generate monthly financial reports for General Funds and reconcile reports with official accounts and financial statements.
- \* (3) Respond to auditor concerns and questions during audit periods.
- \* (4) Assist district bookkeepers and department employees as needed in problem-solving activities.
- \* (5) Complete year-end reports.
- \* (6) Ensure that School Board policies and government regulations are consistently applied.
- \* (7) Assist and/or direct the investigation of errors and complaints.
- \* (8) Maintain charts of account names and other classification breakdowns.
- \* (9) Provide monthly project reports to principals and directors and assist in providing further information as needed.
- \* (10) Assist the Chief Financial Officer with required reports.
- \* (11) Maintain Accounts Receivable of the School Board of Sarasota County.
- \* (12) Maintain, within the District's computer information system, all appropriate accounts and other data necessary to provide accountability required for state mandated reporting.
- \* (13) Demonstrate initiative in the performance of assigned responsibilities.
- \* (14) Model and maintain high ethical standards.
- \* (15) Follow attendance, punctuality and proper dress rules.
- \* (16) Maintain confidentiality regarding all matters relating to assignments.

## **SPECIALIST, GENERAL FUNDS (continued)**

- \* (17) Maintain positive relationships with coworkers, school personnel, vendors and administrators.
- \* (18) Participate in workshops and training sessions as required.
- \* (19) Communicate effectively with public, coworkers and administrators.
- \* (20) Respond to inquires and concerns in a timely manner.
- \* (21) Keep supervisor informed of potential problems or unusual events.
- \* (22) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (23) Follow all School Board policies and procedures.
- \* (24) Exhibit interpersonal skills to work as an effective team member.
- \* (25) Prepare and submit final reporting on State closed projects.
- \* (26) Demonstrate support for the School District and its goals and priorities.
- \* (27) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Note: The following responsibilities are specific to assigned department:**

- \* (28) Prepare billings for field trips from information received from transportation.
- \* (29) Prepare billings for appropriate contracts for fiscal year.
- \* (30) Reconcile the Florida Education Finance Program funds to state reports, distribution reports and the general ledger record.
- \* (31) Prepare monthly Superintendent's Financial Statement to be presented for School Board approval.
- \* (32) Prepare appropriate worksheets to prepare Annual Financial Report / Notes to the Financial Statements relating to General Funds.
- \* (33) Review and process journal entries pertaining to General Funds.
- \* (34) Assist the Accounting Supervisor in preparing additional reporting required in the Annual Financial Report.
- \* (35) Code all cash receipts for daily deposit.
- \* (36) Maintain security trailer and cell tower files.
- \* (37) Review bank positive pay file.
- \* (38) Enter stop payments for accounts payable and payroll checks as needed.
- \* (39) Approve General Fund transactions of funds from schools and departments via requisitions and purchasing cards.
- \* (40) Work with Payroll and Risk Management in reconciliation of salary and voluntary deduction accounts.
- \* (41) Research and reconcile interfund balances and prepare schedule for reimbursement.
- \* (42) Assist bookkeepers with requisitions and other accounting issues.
- \* (43) Oversee bank reconciliation accountant.
- \* (44) Back-up for the Specialist, Special Revenue Funds.
- \* (45) Back-up the Treasurer for maintaining the Daily Cash Balance files.
- \* (46) Presentation to bookkeepers regarding Department of Education updates and changes.
- \* (47) Monitor and assist in filing FEMA disaster claims.
- \* (48) Coordinate with Long Range Planning on School Concurrency issues.
- \* (49) All other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities