

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SPECIALIST, CAPITAL PROJECTS AND DEBT SERVICE FUNDS

SALARY SCHEDULE: ADMINISTRATIVE – [J] H

COST CENTER: FINANCIAL SERVICES (9038)

QUALIFICATIONS:

- (1) [Bachelor's Degree or higher in Accounting, Business or a related field.] Bachelor's Degree or higher with a major in Accounting or Finance.
- (2) Minimum of three (3) years experience in the provision of [payroll, tax preparation,] budget, financing, accounting and auditing.
- (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 payroll / bookkeeping terminology, 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 general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills. Ability to work independently.] 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 [Manager] Supervisor

JOB GOAL

To provide accounting services [in the area of finance] to all District schools and departments in [the most] an efficient and timely manner, within the appropriate federal, state and local regulations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) [Input all data to the official financial accounts.] Responsible for all accounting functions for Capital Outlay and Debt Service Funds of the School.
Board of Sarasota County.
- * (2) [Input all cost distribution data for all payments, including salaries.] Verify all cost distribution data for all payments, including salaries.
- * (3) [Print all accounts payable checks and the corresponding check registers.] Coordinate with Budget Department in preparation of Five Year Work Plan, Project Priority List, TRIM Notice, and fiscal Budget.
- * (4) [Generate all monthly financial reports and reconcile reports with official accounts and financial statements.] Coordinate with Capital Departments in preparation of cash flow projections for funding needs of District.
- * (5) [Provide monthly school budget and project reports to principals and directors and assist in providing further information as needed.] Generate all monthly financial reports and reconcile reports with official accounts and financial statements.

SPECIALIST, CAPITAL PROJECTS AND DEBT SERVICE FUNDS (continued)

- * (6) [Maintain all charts of account names and other classification breakdowns.] Provide monthly project reports to principals and directors and assist in providing further information as needed.
- * (7) [Respond to individual auditor concerns and questions during audit period.] Maintain charts of account names and other classification breakdowns for Capital Outlay and Debt Service.
- * (8) [Assist District bookkeepers and department employees as needed in problem-solving activities.] Respond to individual auditor concerns and questions during audit periods.
- * (9) [Complete year-end reports and provide for the transfer and storage of documents for previous fiscal years.] Assist District bookkeepers and department employees as needed in problem-solving activities.
- * (10) [Emsure that School Board policies and governmental regulations are consistently applied to assignments.] Complete year-end reports and provide for the transfer and storage of documents for previous fiscal years.
- * (11) [Assist and/or direct the investigation of errors and complaints.] Ensure that School Board policies and governmental regulations are consistently applied to assignments.
- * (12) [Assist the Executive Director of Financial Services with required reports.] Assist and/or direct the investigation of errors and complaints.
- * (13) [Demonstrate initiative in the performance of assigned responsibilities.] Assist the Chief Financial Officer with required reports.
- * (14) [Model and maintain high ethical standards.] Demonstrate initiative in the performance of assigned responsibilities.
- * (15) [Follow attendance, punctuality and proper dress rules.] Model and maintain high ethical standards.
- * (16) [Maintain confidentiality regarding all matters relating to assignments.] Follow attendance, punctuality and proper dress rules.
- * (17) [Maintain positive relationships with coworkers, school personnel, vendors and administration.] Maintain confidentiality regarding all matters relating to assignments.
- * (18) [Participate in workshops and training sessions as required.] Maintain positive relationships with coworkers, school personnel, vendors and administration.
- * (19) [Communicate effectively with public, coworkers and administration.] Participate in workshops and training sessions as required.
- * (20) [Respond to inquiries and concerns in a timely manner.] Communicate effectively with public, coworkers and administration.
- * (21) [Keep supervisor informed of potential problems or unusual events.] Respond to inquiries and concerns in a timely manner.
- * (22) [Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.] Keep supervisor informed of potential problems or unusual events.
- * (23) [Prepare all required reports and maintain all appropriate records.] Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (24) [Follow all School Board policies and school policies and school policies and procedures.] Prepare all required reports and maintain all appropriate records.
- * (25) [Exhibit interpersonal skills to work as an effective team member.] Follow all School Board policies and procedures.
- * (26) [Demonstrate support for the School District and its goals and priorities.] Exhibit interpersonal skills to work as an effective team member.
- * (27) [Perform other incidental tasks consistent with the goals and objectives of this position.] Demonstrate support for the School District and its goals and priorities.
- * (28) [Maintain, within the District's computer information system, all appropriate accounts and other data necessary to provide accountability required for state mandated reporting.] Perform other incidental tasks consistent with the goals and objectives of this position.

Note: The following responsibilities are specific to assigned department:

- * (29) [Maintain project details, within the Lotus environment, to provide reporting capability on a continuing basis and reconcile to the accounting system.] Maintain, within the District's computer information system, all appropriate accounts and other data necessary to provide accountability required for state mandated reporting.
- * (30) [Prepare monthly Superintendent's Financial Statement to be presented for School Board approval.] Maintain project details to provide reporting capability on a continuing basis and reconcile to the accounting system.

SPECIALIST, CAPITAL PROJECTS AND DEBT SERVICE FUNDS (continued)

- * (31) [Prepare Public Education Cash Outlay Requests, encumbrance authorizations, and appropriate worksheets to support calculations and prepare Annual Financial Report / Notes to the financial Statements relating to capital outlay and debt service funds.] Prepare monthly Superintendent's Financial Statement to be presented for School Board approval.
- * (32) [Process journal entries pertaining to capital outlay projects and debt service funds.] Prepare Public Education Cash Outlay Requests and Fuel Tax Rebate.
- * (33) [Establish communication and interaction with all cost centers and departments to assure coordination of effort and consistency in application of procedures pertaining to capital projects funds.] Prepare appropriate worksheets to prepare Annual Financial Report / Notes to the Financial Statements relating to Capital Outlay and Debt Service funds.
- * (34) [Establish criteria for payroll runs, coordinate proofing and balancing of payroll runs.] Review and process journal entries pertaining to Capital Outlay Projects and Debt Service Funds.
- * (35) [Maintain YTD totals for each payroll to be used in quarterly Form 941 and annual -2 balancing and assist in preparation of quarterly reports.] Maintain control records over Fixed Asset reporting and reconcile balances in detail files with summary information centrally controlled.
- * (36) [Assist with ensuring District compliance with FLSA, federal, state, School Board, union laws and regulations.] Maintain listing of all construction contracts with remaining commitments.
- * (37) [Review payroll calendars and salary schedules, posting employee leave and accruals, fiscal year-end closing and rollover of payroll.] Approve Capital Outlay and Debt Service transactions of funds from schools and departments via requisitions and purchasing cards.
- * (38) [Assist Florida Retirement System with employee inquiries and applications for DROP and regular retirement.] Audit invoices submitted from contractors working on capital projects.
- * (39) [Assist with payroll inquiries and answer questions regarding all aspects of employee's pay.] Coordinate with facilities and budget how construction projects will be funded and their order of priority.
- * (40) [Assist with Sick Leave Bank.] Establish communication and interaction with all cost centers and departments to assure coordination of effort and consistency in application of procedures pertaining to capital projects funds.
- * (41) [Help train new payroll employees and communicate payroll updates.] Verify calculations of depreciation expense on the Fixed Assets of the School District.
- * (42) [Maintain payroll services web page.] Coordinate with Long Range Planning Department on Impact Fee issues.
- * (43) All other duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force 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 in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities