

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ACCOUNTANT FINANCE, NON-DEGREED

**SALARY SCHEDULE: SSP10**

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

**QUALIFICATIONS:**

- (1) Associate of Art's Degree in a business-related field and minimum score of eighty percent (80%) on District required bookkeeping test or high school diploma and minimum score of ninety percent (90%) on District required bookkeeping test.
- (2) Experience with computerized Accounting programs.
- (3) Demonstrable computer proficiency.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to perform highly responsible duties necessary to support the District. Knowledge of the organization, operation, program and goals of the District. Knowledge of federal, state and School Board rules, regulations and policies. Strong organizational skills with ability to prioritize and respond timely and accurately to deadlines. Ability to maintain confidentiality. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public. Ability to utilize the computer for word processing, spreadsheet programs and other functions. Ability to schedule time and to handle multiple tasks in stressful situations. Accountants must have knowledge and skills in the application of accounting principles.

**REPORTS TO:**

District Administrator

**JOB GOAL**

To perform the duties and responsibilities of the accounting and finance functions that ensure the efficient and effective operation of the Department.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**Note: Individual accountants may be assigned selected duties**

- \*(1) Collect, compile and process all necessary information for invoice payments.
- \*(2) Maintain records of all invoices.
- \*(3) Assist in the preparation of IRS Forms 1099 for vendors meeting selection criteria.
- \*(4) Reconcile venter statements.
- \*(5) Monitor outstanding invoices in computer system.
- \*(6) Assist schools in complying with applicable laws and School Board rules regarding financial transactions.
- \*(7) Check and verify invoice items and prices with purchase orders and process invoices and travel expense reports for payment.

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- \* (8) Assist in training school and District personnel in accounts payable and travel procedures.
- \* (9) Maintain positive effective working relationships with District / school personnel and coworkers.
- \* (10) Maintain confidentiality.
- \* (11) Use positive and effective interpersonal communication skills.
- \* (12) Report to work regularly and on time.
- \* (13) Keep supervisor informed of potential problems and unusual events.
- \* (14) Participate in training to update and increase skills.
- \* (15) Submit accurate reports in a timely manner and maintain all appropriate records.
- \* (16) Complete assignments with minimum supervision.
- \* (17) Perform clerical tasks related to accounts payable or other finance functions.
- \* (18) Demonstrate support for school or department and District goals and priorities.
- \* (19) Maintain financial accounts.
- \* (20) Sustained focus and attention to detail for extended periods of time.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

### 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.

### Job Description Supplement No. 05

\*Essential Performance Responsibilities