

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FINANCE SPECIALIST

SALARY SCHEDULE: SSP12

COST CENTER: FINANCE DEPARTMENT (9038)

QUALIFICATIONS:

- (1) Associates Degree from an accredited educational institution in Accounting, Business Management, or related field or extensive, relevant experience.
- (2) Five years of progressively responsible general accounting and bookkeeper experience.
- (3) Experience with computerized Accounting and H/R / Payroll programs.
- (4) Minimum score of ninety percent (90%) on Word 2007 or higher and a minimum score of ninety percent (90%) on Excel 2007 or higher from approved District tests.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible duties necessary to support the District. Knowledge of federal, state and School Board rules, regulations and policies. Ability to organize a workload in order to meet specific deadlines. Ability to plan, organize and prioritize activities. Working knowledge of Windows software, including Microsoft Office. Ability to communicate effectively, both orally and in writing. Ability to work cooperatively with others. Knowledge and ability to keep budget and financial records in an accurate manner. Knowledge of generally acceptable accounting principles.

REPORTS TO:

Treasurer

JOB GOAL

Directly responsible for bank and investment account reconcilements, account analysis, all accounts receivable of the district and annual financial reporting.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Reconcile Board bank accounts and investment accounts on a monthly basis.
- * (2) Notify the Treasurer, in writing, of any unusual reconciling items including but not limited to altered checks, payee/endorsee discrepancies, shortages/overages in deposits, or deposits not entered into the general ledger.
- * (3) Monitoring and making appropriate adjustments to various fund accounts necessary to maintain accounting controls.

FINANCE SPECIALIST (Continued)

- * (4) Maintain and monitor all accounts receivable and internal billings of the District.
- * (5) Report on abandoned property in all district accounts.
- * (6) Maintain detailed analysis of funds reconciliations.
- * (7) Prepare daily bank deposit and digitize backup documentation.
- * (8) Review and process all stop payment requests and advise of status of re-issue.
- * (9) Prepare Public Depository Reports, monitor accounts to insure they are meeting Florida Statutes.
- *(10) Reconcile fixed asset payments with capital asset records on a monthly basis.
- *(11) Demonstrate initiative in the performance of assigned responsibilities.
- *(12) Assist external auditors examining District records.
- *(13) Model and maintain high ethical standards.
- *(14) Follow attendance, punctuality and proper dress rules.
- *(15) Maintain confidentiality regarding department matters.
- *(16) Maintain positive relationships with staff and vendors.
- *(17) Participate in workshops and training sessions as required.
- *(18) Communicate effectively with staff and public.
- *(19) Keep supervisor informed of potential problems or unusual events.
- *(20) Respond to inquiries and concerns in a timely manner.
- *(21) Prepare all required reports and maintain all appropriate records.
- *(22) Follow all School Board policies, rules and regulations.
- *(23) Exhibit interpersonal skills to work as an effective team member.
- *(24) Demonstrate support for the School District and its goals and priorities.
- (25) Perform other incidental tasks consistent with the goals and objectives of the Department.

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