

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SPECIALIST, SPECIAL REVENUE FUNDS

SALARY SCHEDULE: ADMINISTRATIVE – [J] 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 and knowledge of grant accounting 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 fund accounting, general accounting principles and utilization of computer technology. Ability to plan, organize and analyze. Ability to read and interpret State Board rules, School Board policies, state and federal statutes and grant applications. Effective oral and written communication skills. Ability to work independently. Ability to complete detailed tasks in a timely manner.] 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 services in the area of finance to all District schools and departments in the most efficient and timely manner.] <u>To provide accounting services to all District schools and departments in an efficient and timely manner, within the appropriate federal, state and local regulations.</u>

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) [Input date to the official financial accounts.] Responsible for all accounting functions for Special Revenue Funds of the School Board of Sarasota County.
- * (2) Generate monthly financial reports for [s]Special [r]Revenue [f]Funds and reconcile reports with official accounts and financial statements.
- * (3) Provide monthly project [budget] financial reports [to individuals in charge of grants and assist in providing further information as necessary] for Special Revenue Fund managers and assist in providing further information as necessary.
- * (4) [Respond to auditor concerns and questions during audit period.] Coordinate with Budget Department in preparation of Special Revenue Budgets.
- * (5) [Assist district bookkeepers and department employees as needed in problem-solving activities.] Respond to auditor concerns and questions during audit periods.
- * (6) [Complete year-end reports.] Assist district bookkeepers and department employees as needed in problem-solving activities.
- * (7) [Ensure that School Board policies and government regulations are consistently applied.] Complete year-end reports.
- * (8) [Assist and/or direct the investigation of errors and complaints.] Ensure that School Board policies and government regulations are consistently applied.

School Board Agenda February 17, 2009 School Board Approved September 8, 2008

SPECIALIST, SPECIAL REVENUE FUNDS (continued)

- * (9) [Assist the Chief Financial Officer with required reports.] Assist and/or direct the investigation of errors and complaints.
 - *(10) [Demonstrate initiative in the performance of assigned responsibilities.] Assist the Chief Financial Officer with required reports.
 - *(11) [Model and maintain high ethical standards.] Demonstrate initiative in the performance of assigned responsibilities.
 - *(12) [Follow attendance, punctuality and proper dress rules.] Model and maintain high ethical standards.
 - *(13) [Maintain confidentiality regarding all matters relating to assignments.] Follow attendance, punctuality and proper dress rules.
 - *(14) [Maintain positive relationships with coworkers, school personnel, vendors and administrators.] Maintain confidentiality regarding all matters relating to assignments.
 - *(15) [Participate in workshops and training sessions as required.] Maintain positive relationships with coworkers, school personnel, vendors and administrators.
 - *(16) [Communicate effectively with public, coworkers and administrators.] Participate in workshops and training sessions as required.
 - *(17) [Respond to inquiries and concerns in a timely manner.] Communicate effectively with public, coworkers and administrators.
 - *(18) [Keep supervisor informed of potential problems or unusual events.] Respond to inquiries and concerns in a timely manner.
 - *(19) [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.
 - *(20) [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.
 - *(21) Follow all School Board policies and procedures.
 - *(22) Exhibit interpersonal skills to work as an effective team member.
 - *(23) Demonstrate support for the School District and its goals and priorities.
 - *(24) Perform other incidental tasks consistent with the goals and objectives of this position.
- Note: The following responsibilities are specific to assigned department:**
- *(25) Preparation and submission of [a]Annual Program Cost Report.
 - *(26) Prepare [ESE003] Federal and State Food Service [Special Revenue] Financial Reports.
 - *(27) [Compile] Calculate, submit, and apply Indirect Cost Rate for the District.
 - *(28) Prepare [FA026] Distributive Aid Cash Advance Reconciliation.
 - *(29) File Florida Department of Revenue Sales and Use Tax Return for Food Service operations.
 - *(30) Reconcile PELL and FSEOG grants with [SCTI]Sarasota County Technical Institute.
 - *(31) [File] Review and submit Food Service claims for Federal reimbursement.
 - *(32) Compile, distribute, collect and reconcile [PAR] Personnel Activity Report forms twice a year.
 - *(33) Research and reconcile interfund balances and grants with official records.
 - *(34) [Reconcile Distributive Aid and report online by project.] Report Federal Direct expenditures online by project.
 - *(35) [Prepare DOE399 for closed projects.] Prepare and submit Final Reports on Federal and Local closed projects.
 - *(36) Record receipts into official financial records.
 - *(37) [Review and approve distribution requests and purchase orders for special revenue funds.] Prepare monthly Superintendent's Financial Statement to be presented for School Board approval.
 - *(38) [Complete all Federal filings and other matters related to special revenue funds.] Prepare appropriate worksheets for Annual Financial Report / Notes to the Financial Statements relating to Special Revenue Funds.
 - *(39) [Coordinate with project directors, bookkeepers and accounting staff to ensure grant money is spent in a timely and proper manner.] Review and process journal entries pertaining to Special Revenue Funds.
 - *(40) [All other duties as assigned.] Approve Special Revenue transactions of funds from schools and departments via requisitions and purchasing cards.
 - *(41) Complete all Federal filings and other matters related to Special Revenue Funds.
 - *(42) Coordinate with project directors, bookkeepers and accounting staff to ensure grant money is spent in a timely and proper manner.
 - *(43) All other duties as assigned.

SPECIALIST, SPECIAL REVENUE FUNDS (continued)

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