

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ACCOUNTANT, NON-DEGREED

SALARY SCHEDULE: SSP10

COST CENTER: CENTRAL OFFICES DISTRICT-WIDE

QUALIFICATIONS:

- (1) Associate of Art's Degree in a business related field or comparable experience.
- (2) Experience [in working] with computerized A[a]ccounting and[financial spreadsheets] H/R / Payroll programs.
- (3) Minimum score of ninety percent (90%) on District required bookkeeping test.
- (4) Demonstrable computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible duties necessary to support the [school or] District. Knowledge of the organization, operation, program and goals of the District. Knowledge of federal, state and [District] 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:

[Comptroller]
 [Manager, Payroll Services]
 [Executive Director, Financial Services]
 District Administrator

JOB GOAL

To perform the duties and responsibilities of the [position to] accounting and finance functions that ensure the efficient and effective operation of the [office] Department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Collect, compile and process all necessary information for invoice payments and ensure all required purchasing records are prepared before purchase orders are issued.
- * (2) Ensure that correct accounting codes are recorded on all purchase orders, that expenditures are charged to the proper budget and that funds are available before purchase orders are issued.
- * [(3)] [Maintain the general ledger, including balancing the inter-fund accounts, validating all general ledger coding for accuracy, and compiling all expenditures and revenues from payroll, accounts payable and journal entries.]
- * [(4)] (3) Maintain records of all invoices and purchase orders processed.
- * [(5)] [Disseminate accounts payable warrants to vendors.]

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- * [(6)] (4) Prepare cash receipts as necessary or assigned.
- * [(7)] [(7)] [Assist school and District personnel with budget information regarding account classifications and coding.]
- * [(8)] [(8)] [Assist with the preparation of the annual financial report, cost report, monthly financial statements for the School Board, cost center budget performance reports and the annual budget.]
- * [(9)] [(9)] [Assist with the preparation and maintenance of the School District's budget.]
- * [(10)] [(5)] Make bank deposits as necessary.
- * [(11)] [(11)] [Assist in the preparation and distribution of monthly budget reports to all cost centers and administrators as required.]
- * [(12)] [(12)] [Compute monthly investment earnings and maintain the investment ledger.]
- * [(13)] [(6)] [(6)] [Compile and prepare] Assist in the preparation of IRS Forms 1099 for vendors meeting selection criteria.
- * [(14)] [(7)] Reconcile bank statements.
- * [(15)] [(15)] [Prepare and submit the District cost report in accordance with State Board rules and Florida statutes.]
- * [(16)] [(8)] Monitor the proper administration of service and purchasing contracts.
- * [(17)] [(9)] Assist schools in complying with applicable laws and School Board rules [dealing with the school's internal accounts] regarding financial transactions.
- * [(18)] [(10)] Check and verify invoice items and prices with purchase orders and [prepare] process invoices and travel expense reports for payment.
- * [(19)] [(19)] [Enter cash receipts and other journal entries into database.]
- * [(20)] [(11)] Collect, compile and process necessary employee payroll information as assigned.
- * [(21)] [(12)] Process information and maintain on-line records of payroll deduction items and balance the semi-monthly payroll.
- * [(22)] [(13)] Maintain accurate records of employee status assignments, rates of pay and payroll benefits and other deductions.
- * [(23)] [(14)] Ensure accuracy of employee leave records.
- * [(24)] [(15)] Verify employment and other income reports.
- * [(25)] [(16)] Prepare [final] salary certification on retirees and process other employee leave benefit requests.
- * [(26)] [(17)] Assist in compiling relevant payroll data for budget preparation and other District functions.
- * [(27)] [(18)] Perform data entry of required information for processing all payrolls, including deductions and payments for such benefits as Social Security[,] and State Retirement plans [and group insurance premiums].
- * [(28)] [(28)] [Prepare and verify all required payroll data for transmission to Department of Education and federal agencies.]
- * [(19)] [(19)] Maintain employee records for child support, garnishments and tax levies to include employee and agency contacts
- * [(29)] [(20)] Disseminate payroll warrants to schools, departments and payroll vendors.
- * [(30)] [(21)] Assist in training school and District personnel in payroll, accounts payable and travel procedures.
- * [(31)] [(31)] [Maintain Sick Leave Bank balance and membership listing.]
- * [(32)] [(22)] Update and review computer on-line information regarding employees' individual payroll information, to include hourly, salaried and contracted payments.
- * [(33)] [(33)] [Oversee check signing and prepare payroll checks for disbursement.]
- * [(34)] [(23)] Maintain positive effective working relationships with District / school personnel and coworkers.
- * [(35)] [(24)] Maintain confidentiality.
- * [(36)] [(25)] Use positive and effective interpersonal communication skills.
- * [(37)] [(26)] Report to work regularly and on time.
- * [(38)] [(27)] Keep supervisor informed of potential problems and unusual events.
- * [(39)] [(28)] Participate in training to update and increase skills.
- * [(40)] [(29)] Submit accurate reports in a timely manner and maintain all appropriate records.
- * [(41)] [(30)] Complete assignments with minimum supervision.
- * [(42)] [(31)] Perform clerical tasks related to payroll, accounts payable or other finance functions.
- * [(43)] [(32)] Demonstrate support for school or department and District goals and priorities.
- * [(44)] [(33)] Maintain financial accounts.

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*[(45)] [Maintain computerized inventory.]

[(46)] (34) 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