

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SPECIALIST, SPECIAL REVENUE FUNDS

SALARY SCHEDULE: ADMINISTRATIVE – J

COST CENTER: FINANCIAL SERVICES (9038)

QUALIFICATIONS:

- (1) Bachelor's Degree or higher in Accounting, Business or a related field.
- (2) Minimum of three (3) years experience in budget, finance, accounting or auditing. Government and grant accounting experience preferred.

KNOWLEDGE:

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.

REPORTS TO:

Accounting Supervisor

<p>JOB GOAL</p> <p>To provide accounting services in the area of finance to all District schools and departments in the most efficient and timely manner.</p>
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SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Input data to the official financial accounts.
- (2) Generate monthly financial reports for special revenue funds and reconcile reports with official accounts and financial statements.
- (3) Provide monthly project budget reports to individuals in charge of grants and assist in providing further information as necessary.
- (4) Respond to auditor concerns and questions during audit period.
- (5) Assist district bookkeepers and department employees as needed in problem-solving activities.
- (6) Complete year-end reports.
- (7) Ensure that School Board policies and government regulations are consistently applied.
- (8) Assist and/or direct the investigation of errors and complaints.
- (9) Assist the Chief Financial Officer with required reports.
- (10) Demonstrate initiative in the performance of assigned responsibilities.
- (11) Model and maintain high ethical standards.
- (12) Follow attendance, punctuality and proper dress rules.
- (13) Maintain confidentiality regarding all matters relating to assignments.

SPECIALIST, SPECIAL REVENUE FUNDS (Continued)

- (14) Maintain positive relationships with coworkers, school personnel, vendors and administrators.
- (15) Participate in workshops and training sessions as required.
- (16) Communicate effectively with public, coworkers and administrators.
- (17) Respond to inquires and concerns in a timely manner.
- (18) Keep supervisor informed of potential problems or unusual events.
- (19) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- (20) Prepare all required reports and maintain all appropriate records.
- (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 of annual Cost Report.
- (26) Prepare ESE003 Food Service Special Revenue Financial Report.
- (27) Compile Indirect Cost Rate.
- (28) Prepare FA026 Distributive Aid Cash Advance Reconciliation.
- (29) File Florida Department of Revenue Sales and Use Tax Return.
- (30) Reconcile PELL and FSEOG with SCTI.
- (31) File Food Service claims.
- (32) Compile, distribute, collect and reconcile PAR forms twice a year.
- (33) Research and reconcile interfund balances and grants with official records.
- (34) Reconcile Distributive Aid and report online by project.
- (35) Prepare DOE399 for closed projects.
- (36) Record receipts into official financial accounts.
- (37) Review and approve distribution requests and purchase orders for special revenue funds.
- (38) Complete all Federal filings and other matters related 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.
- (40) All other duties as assigned.

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