

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ACCOUNTANT, DEGREED

**SALARY SCHEDULE: SSP-13**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution in any business related major.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to organize a workload in order to meet specific deadlines. Ability to plan, organize and prioritize activities. Working knowledge of Windows software, including Excel and ESD. 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 acceptable accounting standards.

**REPORTS TO:**

Applicable Director/Executive Director

#### JOB GOAL

To provide accounting services relative to the ESD Budget and Financial System in an efficient and timely manner.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Maintain the District budget portion of the online ESD Position Control System.
- \* (2) Ensure that the position control budget positions, as approved by the School Board, are the budgeted positions within the online position control system.
- \* (3) Maintain the ESD System Financial Budget to ensure that the approved School Board Budget is the budget on the ESD Financial System.
- \* (4) Assist in the preparation of the School Board Budget projection / monitoring report.
- \* (5) Provide for the daily online ESD System of entering budget amendments and the monitoring of the online ESD Budget System.
- \* (6) Assume responsibility for selected cost centers in providing assistance in reconciling budgets with the School Board approved budget, including all funds and both position control and the ESD Financial System.
- \* (7) Assist in the preparation of the District annual budget, including all School Board workshops leading up to the final preparation of the budget.
- \* (8) Assist in the proper use and instruction of the Internal Account Software Program at individual school sites.
- \* (9) Demonstrate initiative in the performance of assigned responsibilities.
- \* (10) Provide for a safe and secure workplace.
- \* (11) Model and maintain high ethical standards.
- \* (12) Follow attendance, punctuality and proper dress rules.
- \* (13) Maintain confidentiality regarding school matters.
- \* (14) Maintain positive relationships with staff and vendors.
- \* (15) Participate in workshops and training sessions as required.

**ACCOUNTANT, DEGREED** (Continued)

- \*(16) Communicate effectively with staff and vendors.
- \*(17) Keep supervisor informed of potential problems or unusual events.
- \*(18) Respond to inquiries and concerns in a timely manner.
- \*(19) Prepare all required reports and maintain all appropriate records.
- \*(20) Follow all School Board policies, rules and regulations.
- \*(21) Exhibit interpersonal skills to work as an effective team member.
- \*(22) Demonstrate support for the School District and its goals and priorities.
- (23) 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