

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 and minimum score of eighty percent (80%) on District required bookkeeping test within 6 months of hire or high school diploma and minimum score of ninety percent (90%) on District required bookkeeping test within 6 months of hire.
- (2) Experience with computerized Accounting and H/R / Payroll programs.
- (3) Demonstrable computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

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

District Administrator

JOB GOAL

To perform the duties and responsibilities of the accounting and finance functions that ensure the efficient and effective operation of the Department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Note: Individual accountants may be assigned selected duties

- * (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 records of all invoices and purchase orders processed.
- * (4) Prepare cash receipts as necessary or assigned.
- * (5) Make bank deposits as necessary.
- * (6) Assist in the preparation of IRS Forms 1099 for vendors meeting selection criteria.
- * (7) Reconcile bank statements.

ACCOUNTANT, NON-DEGREED (Continued)

- * (8) Monitor the proper administration of service and purchasing contracts.
- * (9) Assist schools in complying with applicable laws and School Board rules regarding financial transactions.
- * (10) Check and verify invoice items and prices with purchase orders and process invoices and travel expense reports for payment.
- * (11) Collect, compile and process necessary employee payroll information as assigned.
- * (12) Process information and maintain online records of payroll deduction items and balance the semi-monthly payroll.
- * (13) Maintain accurate records of employee status assignments, rates of pay and payroll benefits and other deductions.
- * (14) Ensure accuracy of employee leave records.
- * (15) Verify employment and other income reports.
- * (16) Prepare salary certification on retirees and process other employee leave benefit requests.
- * (17) Assist in compiling relevant payroll data for budget preparation and other District functions.
- * (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.
- * (19) Maintain employee records for child support, garnishments and tax levies to include employee and agency contacts.
- * (20) Disseminate payroll warrants to payroll vendors.
- * (21) Assist in training school and District personnel in payroll, accounts payable and travel procedures.
- * (22) Update and review computer on-line information regarding employees' individual payroll information, to include hourly, salaried and contracted payments.
- * (23) Maintain positive effective working relationships with District / school personnel and coworkers.
- * (24) Maintain confidentiality.
- * (25) Use positive and effective interpersonal communication skills.
- * (26) Report to work regularly and on time.
- * (27) Keep supervisor informed of potential problems and unusual events.
- * (28) Participate in training to update and increase skills.
- * (29) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (30) Complete assignments with minimum supervision.
- * (31) Perform clerical tasks related to payroll, accounts payable or other finance functions.
- * (32) Demonstrate support for school or department and District goals and priorities.
- * (33) Maintain financial accounts.
- * (34) Sustained focus and attention to detail for extended periods of time.
- (35) 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