

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FINANCE PCARD SPECIALIST

SALARY SCHEDULE: SSP-12

COST CENTER: FINANCE DEPARTMENT (9038)

QUALIFICATIONS:

- (1) Associate's Degree in business or related field or equivalent experience.
- (2) Minimum of three (3) years Accounts Payable, Accounting, Purchasing or Credit Departments.
- (3) Ability to deal with routine matters with a minimum of supervision.
- (4) Minimum score of ninety percent (90%) on the Sarasota County School Board bookkeeping test within 6 months of hire.
- (5) Minimum score of ninety percent 90% on Microsoft Word test and a minimum score of seventy-five (75%) on the Microsoft Excel test.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Financial and Program Cost Accounting for Florida Schools, Florida State Statutes and State Board of Education and School Board Rules. Ability to deal with District staff, outside agencies and the general public in a professional manner. Ability to perform highly responsible duties necessary to support the District. Ability to exercise independent judgement in assigned duties. Demonstrate accomplished oral and written communication skills. Effective organizational and analytical skills with ability to prioritize and respond timely and accurately to deadlines and handle multiple tasks. Ability to keep records and reference files, to assemble and organize data and to prepare composite reports from such data. Ability to prepare and present training seminars for small and large groups.

REPORTS TO:

Accounting Supervisor

JOB GOAL

Provide training to designated employees and ensure that all procurement card functions are carried out according to the rules, regulations and guidelines set forth by the State of Florida and the School Board of Sarasota County.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintains the procurement card (the PCard) program to include managing the online system, implementing updates, reviewing and approving transactions, updated the PCard manual, assisting department and school bookkeepers, and training participants.
- * (2) Provide all routine and special reports and distribute copies as required.
- * (3) Assist with the implementation and upkeep of the PCard program, e.g., electronic payment management, electronic documentation system, etc.
- * (4) Analyze vendor activity and notify appropriate personnel as deemed necessary.
- * (5) Develop and update training materials; and PCard procedures manual.
- * (6) Train District school and department bookkeepers to enable them to understand and abide by state laws, School Board rules, and good purchasing practices.
- * (7) Assist District bookkeepers and other employees, as needed, in problem-solving activities.

FINANCE PCARD SPECIALIST (Continued)

- * (8) Assist with the year-end audit as it relates to PCards.
- * (9) Notify supervisor and Purchasing Department of transactions needing quotes, bid vendors, split transactions, and warehouse items purchased.
- * (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.
- * (14) Maintain positive relationships with co-workers, school personnel, parents and administration.
- * (15) Participate in workshops and training sessions as required.
- * (16) Communicate effectively with the public, co-workers and administration.
- * (17) Respond to inquiries and concerns in a timely manner.
- * (18) Keep supervisor informed of potential problems or unusual events on transactions within the PCard program.
- * (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 school 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) Sustained focus and attention to detail for extended periods of time.
- * (25) 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