

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ACCOUNTANT, DEGREED (FINANCE)

SALARY SCHEDULE: SSP13

COST CENTER: FINANCE DEPARTMENT (9038)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Accounting/Business Administration.
- (2) Complete evaluation proficiency testing to include Lotus 123, Excel 97, data entry and Primary Skills Testing.

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, Lotus 123 and AS400. 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:

Treasurer

JOB GOAL

Directly responsible for bank and investment account reconcilements, account analysis, trial balances, and annual financial reporting. Assist with purchase orders and contract encumbrances.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Reconciles selected Board checking accounts and investment accounts for selected funds with the appropriate general ledger control accounts on a monthly basis within 30 days of receipt of statements.
- * (2) Notify the Treasurer, in writing, of any unusual reconciling items including but not limited to altered checks, payee/endorsee discrepancies, shortages/overages in deposits, or deposits not entered into the general ledger.
- * (3) Monitoring and making appropriate adjustments to various general fund accounts necessary to maintain accounting controls.
- * (4) Assist external auditors examining District records.
- * (5) Report on abandoned property in all district accounts.
- * (6) Maintain detailed analysis of funds reconciliations.
- * (7) Post Tax Collector distributions and analysis relative to general ledger postings.

ACCOUNTANT, DEGREED (FINANCE) (Continued)

- * (8) Review and process all stop payment requests and advise of status of re-issue.
- * (9) Prepare Public Depository Reports, monitor accounts to insure they are meeting Florida Statutes.
- *(10) Demonstrate initiative in the performance of assigned responsibilities.
- *(11) Provide for a safe and secure workplace.
- *(12) Model and maintain high ethical standards.
- *(13) Follow attendance, punctuality and proper dress rules.
- *(14) Maintain confidentiality regarding department matters.
- *(15) Maintain positive relationships with staff and vendors.
- *(16) Participate in workshops and training sessions as required.
- *(17) Communicate effectively with staff and public.
- *(18) Keep supervisor informed of potential problems or unusual events.
- *(19) Respond to inquiries and concerns in a timely manner.
- *(20) Prepare all required reports and maintain all appropriate records.
- *(21) Follow all School Board policies, rules and regulations.
- *(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.

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