

**SCHOOL DISTRICT OF SARASOTA COUNTY****JOB DESCRIPTION****SPECIALIST, FISCAL SERVICES****SALARY SCHEDULE: ADMINISTRATIVE – H****COST CENTER: FINANCIAL SERVICES (9038)****QUALIFICATIONS:**

- (1) Bachelor's Degree or higher with a major in Business, Accounting or Finance.
- (2) Three (3) years experience preferred in the field of budget, finance, accounting or auditing with an emphasis in government preferred.
- (3) Related work experience may substitute on a year for year basis for the education requirement at the discretion of the District.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of accounting terminology and procedures and policies utilizing computer technology. Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of generally accepted accounting principles, governmental accounting standards and cash control procedures. Effective oral and written communication skills. Possess good mathematical skills. Ability to work independently or as part of a team.

**REPORTS TO:**

Director of Accounting

**JOB GOAL**

To provide accounting to all District schools and departments in an efficient and timely manner, within the appropriate federal, state and local regulations.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Responsible for all accounting functions of the School Board of Sarasota County as assigned.
- \* (2) Generate financial reports for assigned funds and reconcile reports with official accounts and financial statements.
- \* (3) Respond to auditor concerns and questions during audit periods.
- \* (4) Assist district bookkeepers and department employees as needed in problem-solving activities.
- \* (5) Approve assigned fund transactions of funds from schools and departments.
- \* (6) Ensure that School Board policies and government regulations are consistently applied.
- \* (7) Assist and/or direct the investigation of errors and complaints.
- \* (8) Maintain charts of account names and other classification breakdowns.
- \* (9) Prepare account analysis, reconciliation's and balancing to sub-ledgers.
- \* (10) Analyze, evaluate, and monitor assigned funds and/or programs in compliance with Governmental Accounting Standards and General Accepted Accounting Principles.
- \* (11) Maintain journals, general ledgers and subsidiary ledgers for the processing of financial transactions.
- \* (12) Maintain, within the District's computer information system, all appropriate accounts and other data necessary to provide accountability required for state/federal mandated reporting of assigned funds.
- \* (13) Demonstrate initiative in the performance of assigned responsibilities.
- \* (14) Model and maintain high ethical standards.

**SPECIALIST, FISCAL SERVICES (continued)**

- \*(15) Follow attendance, punctuality and proper dress rules.
- \*(16) Maintain confidentiality regarding all matters relating to assignments.
- \*(17) Maintain positive relationships with coworkers, school personnel, vendors and administrators.
- \*(18) Participate in workshops and training sessions as required.
- \*(19) Communicate effectively with public, coworkers and administrators.
- \*(20) Respond to inquiries and concerns in a timely manner.
- \*(21) Keep supervisor informed of potential problems or unusual events.
- \*(22) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(23) Follow all School Board policies and procedures.
- \*(24) Exhibit interpersonal skills to work as an effective team member.
- \*(25) Assists in the review of District accounting policies and procedures and recommends changes as necessary to achieve the objectives of consistent application and fair presentation of accounting reports and financial statements.
- \*(26) Demonstrate support for the School District and its goals and priorities.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(28) All other duties and special projects as assigned.
- \*(29) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**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