

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ACCOUNTANT FINANCE, NON-DEGREED

SALARY SCHEDULE: SSP10

COST CENTER: FINANCIAL SERVICES (9038)

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 software programs.
- (3) Experience in Accounts Payable & Purchasing programs.
- (4) Experience with Microsoft products, especially Word and Excel.

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 and are carried out according to rules, regulations and guidelines set forth by the State of Florida and the School Board of Sarasota County.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Note: Individual accountants may be assigned selected duties

- * (1) Collect, compile, maintain and process all necessary information for invoice payments.
- * (2) Analyze vendor/transaction activity and documentation and notify appropriate personnel as deemed necessary.
- * (3) Reconcile vendor statements to invoices and outstanding credits.
- * (4) Check and verify invoice items and prices with purchase orders and process invoices, review and approve purchasing card (pcard) transactions and travel expense reports for payment.
- * (5) Monitor outstanding invoices/transactions in computer systems for timely and accurate payments

ACCOUNTANT FINANCE, NON-DEGREED (Continued)

- * (6) Generate routine reports and distribute as deemed necessary.
- * (7) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (8) Respond to inquiries and concerns in a timely manner.
- * (9) Assist departments and schools in complying with applicable laws and School Board rules regarding financial transactions.
- * (10) Assist in training school and District personnel in accounts payable, travel and pcard procedures.
- * (11) Assist in the preparation of IRS Forms 1099 for vendors meeting selection criteria.
- * (12) Assist with the year-end audit.
- * (13) Perform clerical tasks related to accounts payable, pcards or other finance functions.
- * (14) Maintain positive effective working relationships with District / school personnel and coworkers.
- * (15) Maintain confidentiality and high ethical standards.
- * (16) Communicate effectively with the public, co-workers and administration.
- * (17) Follow attendance, punctuality and proper dress rules.
- * (18) Keep supervisor informed of potential problems and unusual events.
- * (19) Participate in training to update and increase skills.
- * (20) Complete assignments with minimum supervision.
- * (21) Demonstrate support for school or department and District goals and priorities.
- * (22) Sustained focus and attention to detail for extended periods of time.
- (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