

SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION

BUSINESS AND FINANCIAL SERVICES SPECIALIST

SALARY SCHEDULE: SSP12

COST CENTER: SUNCOAST TECHNICAL COLLEGE (0391)

QUALIFICATIONS:

- (1) Associates Degree from an accredited educational institution in Accounting, Business Management, or related field or extensive, relevant experience.
- (2) Three years of progressively responsible general accounting and bookkeeper experience.
- (3) Experience with computerized Accounting and H/R / Payroll programs.
- (4) Knowledge of Student Financial Aid preferred.
- (5) Knowledge of Student Information systems preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible duties necessary to support STC Business and Financial Services department. Knowledge of federal, state and School Board rules, regulations and policies. Ability to organize a workload in order to meet specific deadlines. Ability to exercise independent judgement in assigned duties. Possess effective organizational and analytical skills with ability to prioritize and respond timely and accurately to deadlines. Working knowledge of Windows software, including Microsoft Office. 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 generally acceptable accounting principles.

REPORTS TO:

STC Business and Financial Services Program Manager

JOB GOAL

To ensure that all School Board and Suncoast Technical College business and financial services, reports and audits 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) Assist Program Manager with monthly financial reconciliations including, but not limited to Bank, Accounts Receivable, Accounts Payable, Sales Tax, District Remittances, and Financial Aid.
- * (2) Notify the Program Manager, in writing, of any unusual reconciling items/discrepancies.
- * (3) Monitoring and making appropriate adjustments to various accounts necessary to maintain accounting controls.
- * (4) Maintain and monitor all accounts receivable and internal billings of STC
- * (5) Demonstrate initiative in the performance of assigned responsibilities.
- * (6) Assist Program Manager with preparing/presenting audit documentation.
- * (7) Provide monthly financial reports to school administration.
- * (8) Work with all staff to ensure that information and processes relative to Financial Services is understood and followed.

BUSINESS AND FINANCIAL SERVICES SPECIALIST (Continued)

- * (9) Assist Program Manager in collecting information and preparing Local, State, and Federal reports.
- * (10) Assist Business and Financial Services staff with problem solving activities as needed.
- * (11) Assist Bookkeepers with tasks as needed.
- * (12) Perform audits/reviews of student accounts and address any discrepancies.
- * (13) Assist students with their ledgers and Financial Aid.
- * (14) Model and maintain high ethical standards.
- * (15) Follow attendance, punctuality and proper dress rules.
- * (16) Maintain confidentiality regarding department matters.
- * (17) Maintain positive relationships with staff and vendors.
- * (18) Participate in workshops and training sessions as required.
- * (19) Communicate effectively with staff and public.
- * (20) Keep supervisor informed of potential problems or unusual events.
- * (21) Respond to inquiries and concerns in a timely manner.
- * (22) Prepare all required reports and maintain all appropriate records.
- * (23) Follow all School Board policies, rules and regulations.
- * (24) Exhibit interpersonal skills to work as an effective team member.
- * (25) Demonstrate support for the School District and its goals and priorities.
- * (26) Sustained focus and attention to detail for extended periods of time.
- (27) Perform other incidental tasks consistent with the goals and objectives of the school.

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