

**TITLE:****FINANCE, ASSISTANT****FLSA: Non-Exempt**

- QUALIFICATIONS:**
1. High School graduation including courses in bookkeeping, accounting, business english, and mathematics.
  2. Five years experience in accounting or bookkeeping, or demonstrated competence in the tasks assigned. (Including three years of Florida School Finance accounting/bookkeeping.
  3. Demonstrated competence in the use of business machines.
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORT TO:** Director of Business and Institutional Services

<p><b><u>JOB GOAL:</u></b> To plan, coordinate, and supervise the operation of the Finance/Payroll Departments in such a way as to enhance the morale of school district personnel and promote the overall efficiency of the school system.</p>
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**PERFORMANCE RESPONSIBILITIES:****\* Essential Performance Responsibilities**

- \* 1. Reconcile canceled payroll and accounts payable checks with bank statements and verifies bank balance with statements.
- \* 2. Oversees all tax forms relating to payroll and finance.
- \* 3. Keeps abreast of governmental statutes, regulations and rules relating to payroll and finance administration.
- \* 4. Maintains a complete and systematic set of records of all financial transactions of the district.
- \* 5. Prepares cost reports to reflect financial conditions of the district.
- \* 6. Prepares check report for minutes of each Board meeting.
- \* 7. Post revenues for all funds.
- \* 8. Post all manual journal entries.
- \* 9. Performs all electronic transfer of funds.
- 10. Performs other duties as may be assigned by the Superintendent or Director of Business and Institutional Services.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lifts and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

**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 Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.