

TITLE: FINANCE ASSISTANT/ACCOUNTING 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. Strong organizational and people skills.
 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORT TO: Senior Director of Business and Institutional Services

<u>JOB GOAL:</u> To plan, coordinate, and supervise the operation of the Finance/Accounting Departments in such a way as to enhance the morale of school district personnel and promote the overall efficiency of the school system.

PERFORMANCE RESPONSIBILITIES: * Essential Performance Responsibilities

- * 1. Maintain all appropriate files and records on expenditures and revenues for all State and Federal projects.
- * 2. Assist with computation of personnel salaries and benefits for grant applications.
- * 3. Conduct monthly reconciliation of expenditures and revenues of State and Federal projects and meet with person responsible for each project as necessary to maintain and update the projects budget.
- * 4. Maintains a complete and systematic set of records of all financial transactions of the district.
- * 5. Request and reconcile electronic Federal cash requests on a monthly basis to General and Subsidiary Ledgers.
- * 6. Prepare and file required monthly, quarterly, and yearly reports for Federal and State projects including FA399's and report information to DOE.
- * 7. Compute and post indirect charges to all appropriate projects.
- * 8. Prepare reconciliation of all general ledger accounts, including bank statements.
- * 9. Process banking transactions, such as daily deposits and wire transfers, to maintain adequate cash flows in all funds and depositories.
- * 10. Balance receipts with journal entries in system.
- * 11. Perform services at the district level in the areas of general accounting relating to payrolls, accounts receivable records, financial expenditure records, data processing reports as may be required to provide communication between directors and/or other school administrative personnel and auditor general.
- * 12. Assist in the preparation and development of the annual District budget, including categorical funding and school budgets, and participate in the budget planning and review activities.
- * 13. Assist in entering tentative and final budget detail on the District's mainframe, and compile information for the School Board and public.
- * 14. Prepare and submit School District Budget to Florida Department of Education.
- * 15. Prepare and submit Truth in Millage Certification to Florida Department of Revenue.
- * 16. Confer with supervisors and department heads on matters relating to fiscal administrative and budgetary policy.
- * 17. Provide technical assistance to schools and departments as needed.
- * 18. Prepare monthly Public Education Capital Outlay Report.
- * 19. Prepare quarterly State Gas Tax Refund Request.
- * 20. Reconcile year-end warehouse inventory including gas/diesel, transportation garages, food service, maintenance, and custodial supplies.
- * 21. Ensure that established internal controls are properly followed.
- * 22. Prepare and file unclaimed property report.
- * 23. Calculate interest from bank statements and distribute to appropriate funds.
- * 24. Perform necessary year-end procedures to balance and prepare journal entries for all accounts payable.
- * 25. Keep abreast of standards and assist in developing and implementing new/revised accounting and reporting procedures in assigned functional area.
- * 26. Use effective, positive interpersonal communication skills.
- 27. Perform other duties as may be assigned by the superintendent or supervisor.

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.