

Santa Rosa County District Schools

Job Description

Accountant II

Reports to: Assistant Superintendent, Finance

FLSA Status: Non-Exempt

Department: Finance

Prepared by: Human Resources

Date: April 24, 2014

Job Code: 11040

Position #: 51010

Range: 21

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks that are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Performs more difficult accounting work in a specific area of accounting such as cost, federal revenue, or budgets;
- Reviews accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries;
- Maintains financial records for various funding sources, including grants;
- Interprets state laws, rules and regulations pertaining to governmental accounting or auditing;
- Prepares or assists in preparation of federal and state reports;
- Creates spreadsheets, as needed;
- Other related duties as may be temporarily and/or sporadically assigned by the supervisor.

Supervision Received:

Assistant Superintendent, Finance

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

Bachelor's degree from an accredited four-year college/university in accounting or a bachelor's degree in business including 21 semester hours of accounting courses in the upper division (junior and senior level). Three years of experience in accounting, one year of which must have been in a school district.

Preferred:

Operate PC, calculator and related machines.

Santa Rosa County District Schools

Physical Demands:

Must be able to work in a typical office setting; use standard office equipment; drive a motor vehicle to visit work sites and attend meetings; read printed material and a computer screen; effectively communicate in person, over the telephone or via email; sit for long periods of time. Typically, moderately quiet office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.