

# **Santa Rosa County District Schools**

## **Job Description**

### **Accountant III**

**Reports to:** Assistant Superintendent, Finance

**FLSA Status:** Non-Exempt

**Department:** Finance

**Prepared by:** Human Resources

**Date:** April 24, 2014

**Job Code:** 11040

**Position #:** 51020

**Range:** 23

#### **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.

- Conducts workshops or training for district staff;
- Prepares and posts journal entries;
- Assists in analysis of cash flow, budget, cost reporting, and federal/state projects;
- Creates and utilizes graphs and spreadsheets as needed;
- Requests cash reimbursement from various agencies;
- Provides technical assistance to supporting departments;
- Explains accounting procedures and reports to auditors assisting in the examination of financial statements;
- Actively participates in decision-making sessions with upper level management;
- Assists with supervisory duties as temporarily assigned by supervisor;
- Assists with preparation of Annual Financial Report;
- Assists with preparation of Budget;
- Other related duties as may be temporarily and/or sporadically assigned by the supervisor.

#### **Supervision Received:**

Assistant Superintendent, Finance

#### **Supervision Exercised:**

N/A

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### **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). Five years of experience in accounting, three of which must have been in a school district and one of which must have been in the school district's Accountant II position.

### **Preferred:**

Operate PC, calculator and related machines.

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### **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.