

Santa Rosa County District Schools

Job Description

Accounting Analyst

Reports to: Assistant Superintendent, Finance

FLSA Status: Exempt

Department: Finance

Prepared by: Human Resources

Date: August 21, 2014

Job Code: 51052

Position #: 51052

Range: 26

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.

- Assists the Assistant Superintendent of Finance with the preparation and maintenance of the school district's annual budget;
- Prepares and posts budgetary transactions, fund transfers and adjusts negative balances;
- Researches and prepares payroll buyback entries;
- Provides for efficient cash management and investment programs for school district funds;
- Keeps abreast of legal requirements and proposed changes in areas of responsibility and provides advice to the Assistant Superintendent of Finance as to their effect on the district;
- Directs finance office in absence of Assistant Superintendent of Finance;
- Develops and implements accounting controls, policies and procedures to ensure that assets, liabilities and earnings of the school district are properly stated;
- Monitors and interprets changes in laws and regulations related to public agency financing and financial reports; evaluates their impact on district activities;
- Assists with administering the routine and daily accounting operations of the school district in a manner to conform to the Governmental Accounting Standards Board, rules of the State Board of Education, accepted standards of the accounting profession and School Board policies.
- Assists with training workshops for school level and District level personnel;
- Attend Board meetings as needed;
- Handles contracts and bids for banking services and certified public accounting services;
- Prepares complete and accurate accounting reports, complex spreadsheets and detailed budgets;

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- Answers inquiries pertaining to policy, procedure, record keeping, reporting and internal controls;
- Consults with the Department of Education on interpretation of laws, rules and policies;
- Attends state and regional meetings to keep well informed about current trends and best practices;
- Serves on District, state or community committees, as assigned;
- Supervises district level operations involving payroll.

Supervision Received:

Assistant Superintendent, Finance

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Supervision Exercised:

Supervisor of Payroll Department

Minimum Qualifications & Skills Required:

Bachelor's degree from an accredited four-year college/university in accounting. Eight years' experience in accounting, six of which must have been in governmental accounting, and five of which must have been in a school district.

Preferred:

Operate computer, calculator, and related machines. Experience working with governmental budgets.

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.