

Santa Rosa County District Schools

Job Description

Accounting Specialist

Reports to: Assistant Superintendent, Finance

FLSA Status: Non-Exempt

Department: Finance

Prepared by: Human Resources

Date: April 24, 2014

Job Code: 11040

Position #: 50120

Range: 17

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which 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.

- Personal secretary to a supervisor and responsible for dealing with the day to day activities of the office;
 - Responsible for data entry of leave requests and preparation of department payrolls;
 - Responsible for purchase orders for Finance Department and School Board members;
 - Maintains records of VISA cards for Finance Department and School Board members;
 - Responsible for wire transfers via Internet as required;
 - Responsible for data entry of all amendments related to new monies (state, federal, and local funds);
 - Maintains Web Page for Department;
 - Responsible for monthly budget amendment to be presented to School Board, and adjustments to budgets based on FTE information and FEFP calculations;
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- Assists in preparation of Annual Budget for School Board; preparing analyses, compiling all documentation as required by Florida Statutes, electronic submission of Budget to State via internet;
 - Answers questions regarding the budget;

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- Participates in various training activities providing guidance in use of budgetary computer screens and systems;
- Prepares and compiles agendas and supporting documentation for Finance staff meetings;
- Other duties as assigned

Supervision Received:

Assistant Superintendent, Finance

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

Three years of experience related to budgets and accounting in a school or governmental entity. One year of experience working with Excel and, Word and Adobe. Ability to create spreadsheets.

Preferred:

Operate computer, calculator, and related machines.

Physical Demands:

Must be able to operate a computer or data entry device. 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.