

SCHOOL DISTRICT OF ALACHUA COUNTY

ACCOUNTANT, SENIOR

JOB DESCRIPTION

FLSA: Exempt BARGAINING UNIT ELIGIBILITY: No
PAY 29 SALARY SCHEDULE: Professional/Technical
GRADE:

QUALIFICATIONS:

- (1) Bachelors degree in accounting or related field from an approved accredited educational institution;
(2) Minimum of two (2) year successful accounting experience; or
(3) An equivalent combination of education and training.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accounting, budgeting, payroll and planning, pertaining to a governmental agency or public school setting. Ability to understand, interpret and apply State Board rules, School Board policies and appropriate state and federal laws and regulations. Effective oral and written communication and mathematical skills. Ability to plan, organize and analyze. Ability to delegate, monitor and supervise. Knowledge of computer systems and data networks. Ability to work accurately and efficiently.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To perform accurate and timely technical accounting functions in support of the District's financial operations.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Prepare and submit periodic financial reports for various funds of the district.
*(2) Assist in the administration and supervision of the general and food service accounting of the district, including the recording of accounting entries and journals in the general ledgers.
*(3) Assist in the preparation of the district's annual report and budget as assigned.
*(4) Assist internal and external auditors during the performance of their audits.
*(5) Assist with and maintain recorders for special projects and federal programs.
*(6) Supervise the billing of school and non-school agencies for reimbursable projects.
*(7) Supervise the computation of construction and renovation costs and maintain cost records of each project.
*(8) Prepare requisitions.
*(9) Supervise the financial administration of special programs and federal projects including the review, approval and recording of expenditures.
*(10) Pay invoices as required.

ACCOUNTANT, SENIOR (Continued)

- * (11) Monitor the work of other employees engaged in general accounting activities, as assigned.
- * (12) Serve on school/district committees as required or appropriate.
- * (13) Adhere to applicable safety standards.
- * (14) Attend all staff meetings and workshops.
- * (15) Assist with maintaining a clean and orderly environment.
- * (16) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (17) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- * (18) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (19) Demonstrate initiative in the performance of assigned responsibilities.
- * (20) Demonstrate support for the school district and its goals and priorities.
- * (21) Exhibit interpersonal skills to work as an effective team member.
- * (22) Follow attendance, punctuality and proper dress rules.
- * (23) Maintain confidentiality regarding school/workplace matters.
- * (24) Maintain expertise in assigned area.
- * (25) Manage time efficiently.
- * (26) Model and maintain high ethical standards.
- * (27) Participate in cross-training activities as required.
- * (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (29) Prepare all required reports and maintain updated and accurate records.
- * (30) Represent the District in a positive and professional manner.
- * (31) Respond to inquiries and concerns in a timely manner.
- (32) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- 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 evaluation of personnel.

Job Description Addendum No. 05

Adopted 10/19/10