



**Job Title:** Finance Specialist

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 14

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this job is to support and assist the financial management staff with preparing, analyzing, and reporting financial data.

### **ESSENTIAL JOB FUNCTIONS**

- Interprets and explains complex federal, state, and local laws.
- Prepares complete and accurate accounting reports.
- Performs reconciliation of expenditures.
- Reviews transactions and makes adjustments as needed.
- Responds to inquiries or concerns in a timely and courteous manner.
- Researches and provides data to supervisor and others to use in decision making.
- Obtains information and assists with Board agenda as needed.
- Assists schools and departments with researching financial data as needed.
- Creates spreadsheets, reports, and other documentation.
- Performs end of year closing processes.
- Assists Financial Analyst as needed.
- Communicates effectively with staff and vendors.
- Keeps supervisor informed of potential problems or unusual events.
- Responds to inquiries and concerns in a timely manner.
- Demonstrates initiative in the performance of assigned responsibilities.
- Provides for a safe and secure workplace.
- Models and maintains high ethical standards.
- Follows attendance, punctuality, and proper dress rules.
- Maintains positive relationships with staff and public.
- Participates in workshops and training sessions as required.
- Prepares all required reports and maintains all appropriate records.
- Follows all School Board policies, rules, and regulations.
- Exhibits interpersonal skills to work as an effective team member.
- Demonstrates support for the School District and its goals and priorities.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Associate's Degree with major coursework in Accounting, Finance, or closely related field.
- Minimum of four (4) years of experience in Accounting.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display a knowledge of and ability to use a calculator, computer, and financial accounting software.
- Requires the ability to communicate with school personnel and other employees in a professional manner.
- Requires the ability to display a knowledge of effective oral and written communication skills.
- Requires the ability to read and interpret applicable statutes, rules, and policies.
- Requires the ability to work with limited supervision.
- Requires the ability to perform para-professional accounting tasks related to the preparation and maintenance of financial records and production of reports in a centralized accounting system.
- Requires the ability to display a knowledge of accounting principles and procedures.

**PHYSICAL DEMANDS**

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. The work also requires the following physical abilities in order to perform the essential job functions: fingering, mental acuity, repetitive motion, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**