



**Job Title:** Accounting Specialist I

### **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:** Educational Support – 15

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this position is to perform routine to moderately complex clerical and accounting support work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.

### **ESSENTIAL JOB FUNCTIONS**

- Performs entry level clerical and accounting support work within well established guidelines and clearly defined limits.
- Maintains adherence to generally accepted accounting standards and principles; Ensures maintenance of proper audit trails and verification for all processed work.
- Performs posting, data entry, maintenance, and processing tasks relevant to assigned functional areas, e.g., accounting records and reports, payroll, leave, travel, and ledgers.
- Uploads and attaches purchases regarding purchasing cards, payouts, and work orders.
- Develops, maintains, updates, and reconciles various statements, logs, reports, ledgers, files, databases, and spreadsheets.
- Deposits funds to proper accounts and depository; Performs audits of accounts in accordance with agency policies and reconciles, classifies, and records daily receipts with disbursements into journals.
- Examines financial records for accuracy and completeness.
- Performs accounts payable and accounts receivable functions, tabulating from established formulas.
- Balances sub ledgers against general journal using appropriate procedures; Balances manual ledgers against computer printouts; Detects discrepancies, researches, and corrects appropriately; Prepares journal entries to correct errors in computerized records.
- Compiles data and completes financial reports, statements, and statistical data.
- Performs advance billing and expenditure tasks.
- Verifies invoices and receipts and breaks down charges to individual accounts or projects.

- Conducts preliminary reviews of various financial and revenue records; Ensures accountability of various funds, codes, etc.
- Prepares periodic financial and statistical statements, reports, tabulations, and trial balances.
- Maintains equipment inventory and other various accounting records.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma or equivalent.
- Two (2) years of responsible experience performing accounting and clerical support duties, e.g., posting, classifying, computing, comparing, or filing of financial data, cashiering, and account keeping.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- May require the possession of or ability to obtain a State of Florida Notary Public Commission.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of basic accounting mathematics.
- Requires the ability to display knowledge of basic bookkeeping and record keeping principles and practices and their application to accounting transactions.
- Requires the ability to display knowledge of practices of reviewing financial documents for completeness and accuracy.
- Requires the ability to display knowledge of applicable laws, rules, and regulations controlling budgetary and fiscal record keeping.
- Requires the ability to display knowledge of mathematics procedures used in fiscal calculations.
- Requires the ability to display knowledge of principles and practices of auditing financial documents and records.
- Requires the ability to display knowledge of basic budgetary practices and terminology.
- Requires the ability to oversee the work of others.
- Requires the ability to display techniques for dealing with the public, in person and over the telephone.
- Requires the ability to use a calculator and accounting machines.
- Requires the ability to display the making of accurate mathematical calculations.
- Requires the ability to review, post, balance, and reconcile financial records.
- Requires the ability to maintain accurate financial records and prepare accurate and timely reports.
- Requires the ability to apply knowledge to accounting transactions.
- Requires the ability to prepare complete and accurate accounting reports and statements.
- Requires the ability to maintain complex financial records.
- Requires the ability to accept, receive, and/or collect payment.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to assemble and organize data.
- Requires the ability to analyze and resolve varied financial problems.

- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to use small office equipment, including copy machines or multiline telephone systems.

**PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently or constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: grasping, handling, fingering, reaching, stooping, hearing, lifting, mental acuity, repetitive motion, speaking, talking, visual acuity, and walking.

**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:**