



**Job Title:** Accounting Specialist II

### **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 – 17

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 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 journey level clerical and accounting support work within well established guidelines and clearly defined limits; Oversees the work of entry level support staff.
- Audits purchasing cards.
- Maintains adherence to generally accepted accounting standards and principles; Ensures maintenance of proper audit trails and verification for all processed work.
- Receives check/money orders, reports, and forms and processes accordingly.
- Performs posting, data entry, and maintenance tasks relevant to assigned functional areas, e.g., accounting records and reports, payroll, leave, travel, and ledgers.
- Develops, maintains, updates, and reconciles various statements, logs, reports, ledgers, files, databases, and spreadsheets.
- Manages purchasing cards and processes purchasing card transactions.
- Performs audits and pre-audits of various fiscal and accounting records, i.e., cashier's reports, payment reversals, corrections, journal entries, bank transfers, deposits, withdrawals, subsidiary ledgers, disbursements and expenditures, purchase orders, payment vouchers, invoices, travel records, etc.
- Assists in formulating and implementing policies and procedures for various clerical accounting operations.
- Prepares special cost or budgetary studies as assigned.
- Prepares working analysis and various reports of financial data, i.e. state and federal reports, retirements, unemployment, federal withholding taxes, etc.
- Audits the accuracy of financial data entered into the system.
- Audits and reviews various contracts to insure accuracy of information and calculations for payments; verifies availability of funds, project classification, and properly signed contracts.

- Participates in the preparation of regular and special financial and statistical statements and reports. Responds to auditor inquiries and justifies and/or verifies entries, adjustments, etc.
- Assists in closing out books and preparing annual financial statements.
- Invoices various organizations for related expenses and reimbursements.
- Monitors accounts payable expenditures and invoices of payments and verifies expenditures through supporting financial documentation and entries.
- Oversees and participates in the performance of accounting procedures within the section or unit to which assigned.
- Provides auditors with information on accounting and data processing concerns.
- Examines a variety of financial records for completeness, internal accuracy, and conformance with standard accounting procedures and other specific requirements.
- Orders office supplies and materials, as needed.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma or equivalent.
- Three (3) years of responsible experience performing accounting and clerical support duties, to include functioning in a lead capacity.
- 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 multi-line telephone systems.
- Requires the ability to work with spreadsheets.

**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:**