



Job Title: Accounting Specialist III

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 – 19

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 highly 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 highly complex clerical and accounting support work within well established guidelines and clearly defined limits; oversees the work of entry and journey level support staff.
- Audits purchasing cards.
- Processes payouts, refunds, NSF checks, and online payments.
- 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, and maintenance tasks relevant to assigned functional areas, e.g., accounting records and reports, payroll, leave, travel, and ledgers.
- Prepares the daily transfer/process of the charges on all purchasing cards and imports into the system.
- Develops, maintains, updates, and reconciles various statements, logs, reports, ledgers, files, databases, and spreadsheets.
- Audits and reviews various contracts to ensure accuracy of information and calculations for payments; Verifies availability of funds, project classification, and properly signed contract.
- Prepares cost studies, budget analysis, statements, and reports of a specialized nature.
- Prepares working analysis and various reports of financial data, i.e., state and federal reports, etc.
- Researches and develops fixed asset records for improvements, land and building, bank errors, impact fees, etc., in accordance with state statues.
- Creates fiscal reports and calculates grant allocations.
- Manages purchasing cards and processes purchasing card transactions.
- Examines a variety of financial records for completeness, internal accuracy, and conformance with standard accounting procedures and other specific requirements.

- Monitors grant expenditures for compliance.
- Examines financial documents, monitors bank accounts and accrued interest, and initiates transfers where applicable to ensure optimum interest bearing capacity and fund safety.
- Prepares working analysis and various reports of financial data. Monitors accounts payable expenditures and invoices of payments and verifies expenditures through supporting financial documentation and entries.
- Assists subordinates on difficult or unusual fiscal accounting problems.
- 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, dues, subscriptions, per diem, professional development, etc.
- Logs travel and provides authorization number; rents vehicles.
- Performs other duties as required.

MINIMUM REQUIREMENTS

- High school diploma or equivalent.
- Five (5) 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 analyze and resolve varied financial problems.
- 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 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 up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: grasping, handling, fingering, reaching, stooping, crawling, crouching, hearing, kneeling, 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: