



**Job Title:**                **Lead Accounting 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:**             Educational Support – 22

**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, journey, and senior staff, and entry paraprofessional employees.
- Performs responsible budget entries and necessary amendments as required per District school needs.
- Monitors expenditures for compliance with budget and funds coding; functions as District-wide contact for budget and funds coding compliance.
- 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, ledgers.
- Maintains, updates, and reconciles various logs, reports, ledgers, files, databases, and spreadsheets.
- Reviews various contracts to ensure accuracy of information and calculations; verifies availability of funds, project classification, and properly signed contract.
- Prepares cost studies, budget analysis, statements, and reports of a specialized nature.
- Analyzes preliminary budget requests; checks, balances, and assembles into published documents both interim and approved.
- 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 statutes.
- 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 preadapts 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.
- Assists in the Federal Impact Aid Survey, as needed.
- Orders office supplies.
- Reviews purchasing card purchases and verifies proper coding.
- Reviews requisitions entered by Departments and verifies proper coding.
- Reviews budget transfers and verifies proper coding.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Associate Degree.
- Six (6) years progressively responsible experience performing complex 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 display knowledge of techniques for dealing with the public, in person, and over the telephone.
- Requires the ability to oversee the work of others.
- Requires the ability to use a calculator and accounting machines.
- Requires the ability to make accurate mathematical calculations.
- Requires the ability to review, post, balance, and reconcile financial records.
- Requires the ability to maintain accurate financial records and preparing 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 assemble and organize data.
- Requires the ability to analyze and resolve varied financial problems.
- Requires the ability to review, post, balance, and reconcile financial records.
- Requires the ability to deal successfully with the public, in person, and over the telephone.

**PHYSICAL DEMANDS**

While performing the essential functions of this job the employee is regularly required to work in a typical office setting, use standard office equipment, read printed materials and a computer terminal, and communicate in person or over the telephone. Meet deadlines, define problems, collect data, establish facts, and draw valid conclusions. The work also requires the following physical abilities in order to perform the essential job functions: mental acuity, repetitive motion, speaking, 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:**