

BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Fund Accountant

QUALIFICATIONS

High school diploma or equivalent plus at least seven (7) years of progressively responsible work experience.

OR

An Associate degree from an accredited educational institution plus four (4) years of progressively more responsible work experience.

OR

Bachelor's Degree in Business Administration, Finance or related field.

Governmental Accounting Experience is preferred.

Must be able to operate a computer and standard office equipment.

Valid Florida Driver License.

Reports to: Manager -
Fund and Financial
Reporting

Supervisor's Director of
Superior: Accounting

Supervises: N/A

Job Goal

Reviewing, monitoring, and maintaining accounting records for the district's various funds. Preparation of the Districts financial reports including the monthly maintenance of all ledgers.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles and practices of accounting as they apply to recording activity in a governmental entity including Capital Outlay, Special Revenue, Food Services, and Before & After Care. A working knowledge of principles and procedures of both the General Ledger and corresponding sub-ledgers. Ability to use office practices, procedures, equipment and standard accounting techniques as applied to the maintenance of an accounting system involving a large number of complex transactions. PC computer skills are required. Ability to establish and maintain effective working relationships with both internal and external customers.

PERFORMANCE RESPONSIBILITIES:

ESSENTIAL FUNCTIONS

- Create, analyze and review budgets and assist in the preparation of budget amendments for capital outlay, debt service, special revenue, food service. Provide assistance to worksites and departments concerning the monitoring of funds and funding various budget shortfalls.
- Issue monthly fund accounting reports for the District, related to debt service, capital outlay, special revenue, food service, internal service funds, and/or before & after Care.
- Responsible for coordination of the District's AFR and CAFR.

- Responsible to examine, analyze, and reconcile financial records for accuracy and completeness according to prescribed standards. Review and issue fund account reconciliations.
- Assists the supervisor in mentoring support staff in accounting services.
- Manage the individual fund to the applicable state and federal statutes and rules.
- Responsible for reviewing, balancing, correcting, and issuing the General Ledger Reports.
- Federal and State reporting as mandated for individual funds (ex. – FA399, OEF352)
- Review and analyze journal entries, cash receipts, and any other major documents that affect individual funds.
- Member of a CrossPointe Training team that is responsible for training the finance CrossPointe at worksites and within the Districts offices.
- Assist the Accounting Managers with training, mentoring and reviewing the work of support and clerical staff within Accounting Services.
- Assist the Accounting Manager in all aspects of governmental reporting requirements.
- Operate a computer and all standard business office machines.
- Use effective positive interpersonal communication skills.
- Provide outstanding customer service, and use positive interpersonal communication skills.
- Make all decisions and perform all tasks in accordance with Brevard Public Schools’ organizational values.
- Ensure compliance with Board rules and applicable federal laws and regulations.

PERFORMANCE RESPONSIBILITIES: OTHER DUTIES & RESPONSIBILITIES

- Provide outstanding customer service, and use positive interpersonal communication skills.
- Perform tasks or services consistent with the job goal of this position.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Light Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently, to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Terms of Employment		
COMPENSATION & POSITION DETAILS		
SALARY SCHEDULE:	Bargaining	DATE DEVELOPED:
PAY GRADE:	LL	DATES REVISED:
PAY CODE:		
PAY TYPE:		DATES BOARD APPROVED:
PAY DAYS:	12 months	
FLSA STATUS:	Non -Exempt	EEO-5:
ADA CODE:	WC1	FUNCTION: Financial Services
		Classification:
		DOE Survey Code:

Draft Developed By: Jo Ann Clark, Director – Accounting Services