

BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Accounting Specialist III

QUALIFICATIONS

High school diploma or equivalent or special diploma plus four (4) years of progressively more responsible work experience.

OR

An Associate degree from an accredited educational institution with at least two (2) years of progressively responsible work experience.

OR

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

Governmental accounting experience 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

Maintain accounting records for the district's various funds, and prepare periodic financial reports as required. Work detail and specific routines, which may vary according to the department assignments.

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. 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. Ability to establish and maintain effective working relationships with both internal and external customers.

PERFORMANCE RESPONSIBILITIES:

ESSENTIAL FUNCTIONS

- With considerable independence, manage daily banking relationships with financial institutions; Custodian of banking software for cash and investments; prepare daily cash flows and makes decisions for fund transfers to cover the districts operating expenditures including payroll and accounts payable disbursements and capital expenditure requirements.
- Assist in compiling, maintaining and creating annual cash flow reporting for the District's financing of the RAN, TAN and COP as requested by the Director of Accounting and Accounting Managers and assist in reconciling the data.
- Assist in developing and maintaining internal controls over cash and investments of the District's operating and capital funds.
- Reviews the work of clerical staff and assists in training of staff. May act as a lead in various accounting processes.

- Assist in the development of the monthly fund accounting reports that are prepared for the Board and in the development of the District's AFR and CAFR related to cash and investments. Also assist in developing fund accounting reports required by federal and state mandates.
- Reconcile bank statements and fund balance sheet accounts and cash flow reconciliations of cash and investments by fund.
- Assist in the budgets and budget amendments process for Capital Outlay and/or Special Revenue and/or for the Food Service budget amendments.
- Create and verify journal entries and any other financial records that affect the individual fund for the integrity of financial data.
- Assist the Fund Accountant in Accounting CrossPointe training at the worksites and the District.
- Assist the Accounting Manager and Fund Accountant 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:	JJ	DATES REVISED:
PAY CODE:		
PAY TYPE:		DATES BOARD APPROVED:
PAY DAYS:	12 months	June 21,
FLSA STATUS:	Non - Exempt	EEO-5:
ADA CODE:	WC1	FUNCTION:
		Classification:
		DOE Survey Code:

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