



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

FTE & Cost Accounting Analyst

QUALIFICATIONS

1. High school diploma or equivalent required; Bachelor's degree in Accounting, Finance, Business Administration or related field from an accredited educational institution required.
2. Minimum of three (3) years budgetary, accounting, and analytical experience required.
3. Experience in the use of personal computers for the completion of accounting and reporting.
4. Valid Florida Driver License.

Job Goal

To ensure accuracy of FTE reports and cost reporting to the State Department of Education.

KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of current business practices, procedures, theory, and analysis techniques. Understanding of state laws, rules, and regulations concerning School Board accounting of FTE and annual cost reporting processes. Ability to use word processing software and spread sheets.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Coordinate the compilation, analysis, implementation, maintenance, and evaluation of the District's FTE reporting, cost reports, and Impact Aid Survey.
2. Troubleshoot problems in accounting expenditures and FTE.
3. Meet deadlines provided by the State for FTE and cost reporting.
4. Use personal computers to prepare written communications and special projects such as reports, spreadsheets, and memos.
5. Perform other incidental tasks or services consistent with the job goal of this position.
6. Provide outstanding customer service and use positive interpersonal communications skills.
7. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
8. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Sedentary Work: Exerts up to 10 pounds 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:	<u>Non-Bargaining</u>	DATE DEVELOPED:	_____
PAY GRADE:	<u>20</u>	DATES REVISED:	<u>1/9/14</u>
PAY CODE:	_____	DATES BOARD APPROVED:	_____
PAY TYPE:	<u>C</u>	EEO-5:	_____
PAY DAYS:	<u>12 Month</u>	FUNCTION:	_____
FLSA STATUS:	<u>Exempt</u>	Classification:	<u>Finance</u>
ADA CODE:	_____	DOE Survey Code:	_____

Draft Developed By: Director, Budgeting, Cost Accounting & FTE

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone

Compensation Services: Rick Morton

Classification Approved By: Debra Pace