



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

FTE Specialist

QUALIFICATIONS

1. High school diploma or equivalent required plus seven (7) years of progressively more responsible work experience in accounting procedures or student record keeping and reporting; or
2. Associate's degree from an accredited educational institution plus three (3) years of progressively more responsible work experience in accounting procedures or student record keeping and reporting. A combination of education and relevant experience may substitute for an Associate's degree, two years' experience for one year of college; or
3. Bachelor's degree in Business Administration, Finance, or related field plus one (1) year of progressively more responsible work experience in accounting procedures or student record keeping and reporting
4. Documented experience in the use of personal computers, including word processing, spreadsheet applications (Microsoft Office suite), on-line mainframe or AS/400 computer applications, and data entry preferred.
5. Valid Florida Driver License.

Job Goal

Assist in the preparation, implementation, and maintenance of the District's FTE reporting process.

KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of bookkeeping, accounting, and budgetary principles and practices or knowledge in FTE procedures and student membership entry. Knowledge of mathematical/statistical procedures. Knowledge of financial rules and regulations. Skill in producing detailed and accurate calculations and reports. Skill in interpersonal communications. Skill in organizing and prioritizing FTE tasks to meet deadlines. Ability to effectively apply bookkeeping and accounting principles to work situations. Ability to communicate effectively both orally and in written form.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. With considerable independence, review and analyze FTE and student membership data for all District locations.
2. Explain and interpret FTE and student membership reports, policies, and procedures to school and office personnel.
3. Monitor FTE and membership data to ensure accuracy.
4. Use of personal computer and on-line applications to prepare spreadsheets, charts, graphs, and documents which represent an accurate picture of the District FTE and student membership information.
5. Assist in the preparation of in-service training materials and the delivery of training activities.
6. Prepare FTE materials for distribution to school/office locations and informs appropriate personnel.
7. Assist schools and office in preparing FTE amendments.
8. Assist supervisor in report writing functions within the automated financial system.
9. Recommend procedural changes/improvements to supervisor.
10. Attends meetings related to the District FTE projections, reporting, and training as requested by the supervisor.
11. Follows standard practices and procedures and established rules and regulations to perform assigned FTE reporting functions.
12. Perform other incidental tasks or services consistent with the job goal of this position.
13. Provide outstanding customer service and use positive interpersonal communications skills.
14. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
15. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Light Work: Exerts up to 20 pounds of force occasionally, and/or 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:	<u>1/9/07</u>
PAY GRADE:	<u>08</u>	DATES REVISED:	<u>2/9/07</u>
PAY CODE:	<u></u>	DATES BOARD APPROVED:	<u>2/27/07; 1/9/14</u>
PAY TYPE:	<u>L</u>	EEO-5:	<u>051</u>
PAY DAYS:	<u>12 Month</u>	FUNCTION:	<u>Financial Services</u>
FLSA STATUS:	<u>Non-Exempt</u>	Classification:	<u>Hourly Support</u>
ADA CODE:	<u>WC1</u>	DOE Survey Code:	<u>75032</u>

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