

BREVARD PUBLIC SCHOOLS JOB DESCRIPTION

Staff Accountant

QUALIFICATIONS

- Bachelor's Degree in Business, Accounting or related field from an accredited educational institution, with a minimum of 24 semester hours of upper level accounting coursework is required.
- At least 2 years of progressively more responsible accounting work experience in a medium to large sized organization is preferred.
- Governmental accounting experience is preferred.
- At least one year of supervisory or other leadership experience in a medium to large sized organization is preferred.
- Valid Florida Driver's License.
- Must be proficient in operating a computer and standard Microsoft office products.

Valid Florida Driver License.

Reports to: Accounting Manager or
Payroll Supervisor

Supervisor's Director of
Superior: Accounting

Supervises:

Job Goal

Assist Accounting Management in maintaining accurate and cost effective accounting operations of the School Board. To perform professional accounting work involving independent judgment and the application of accounting concepts, principles and techniques to a variety of accounting functions. To perform as a group leader, directing and evaluating processes, providing training and leadership to other staff in a collaborative environment.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards (GASB). Ability to analyze, interpret and evaluate financial and operational data. Ability to plan, organize and coordinate work assignments of other staff members, while working in a collaborative environment. Skill in using PC and related applications. Skill in interpersonal communications.

PERFORMANCE RESPONSIBILITIES:

ESSENTIAL FUNCTIONS

- Maintain accurate accounting in accordance with GAAP and GASB, state and federal mandates and School Board policies.
- Coordinates, creates and reviews various reports and schedules for the monthly and annual financial statements, annual budgets and internal and external audit processes.
- Support Accounting Management by providing lead role for accounting reconciliations, bank reconciliations, investment reporting, payroll processing and other accounting requirements of the District.
- Assist Accounting Management in maintaining internal controls and documenting accounting procedures.
- Mentor and assist in leadership of support staff within Accounting Services; Serve in the absence of a Supervisor.
- Provide training to worksites, related to payroll and other accounting processes.
- Assist the Managers and Supervisors in all aspects of governmental reporting requirements.

- 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.
- Operate a computer and all standard business office machines.

PERFORMANCE RESPONSIBILITIES: OTHER DUTIES & RESPONSIBILITIES

- Perform other incidental 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 SALARY SCHEDULE:	Non Bargaining	DATE DEVELOPED:
PAY GRADE:	16	DATES REVISED: 12/13/11
PAY CODE:		
PAY TYPE:		
PAY DAYS:	12 months	
FLSA STATUS:	Exempt	EEO-5:
ADA CODE:	WC1	FUNCTION: Financial Services
		Classification:
		DOE Survey Code:

FOR HR USE ONLY:



Compensation Services: Susan Standley

Classification Approved By: Debra Pace