



JOB TITLE	DEPARTMENT	REPORTS TO
Senior Accountant	Business Services	Chief Finance Officer

Position No: 75031	Length of Work Year: 12 Months
Salary Schedule: VZA	Date Approved: 2/9/16
FSLA: Exempt	Date Revised: 6/28/17

JOB GOAL
To assist the Chief Finance Officer in the maintaining, balancing, and analyzing of the accounting records of the district, preparation of annual financial and cost reports, and compliance with State and Federal accounting rules.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Minimum of Bachelor's Degree in Business Administration, Finance, or Accounting. 2. Five (5) years of experience in accounting. 3. Thorough knowledge of specific regulations governing Florida. 4. Ability to prepare complex and accurate accounting reports and statements. 5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To assist with operation of accounting and payroll departments. 2. To prepare all bank reconciliations, maintain related records, and serve as bank liaison as needed. 3. To be responsible for depository reports. 4. To maintain general ledger for all funds. 5. To maintain general fixed assets ledgers. 6. To maintain bonded and deferred debt ledgers. 7. To assist with the accounting for grant funds, including monthly reporting and budget review. 8. To assist with monthly and annual financial reports. 9. To oversee procedures, recordkeeping, and assist with audits of school internal accounts. 10. To prepare the annual cost report. 11. To conduct various audits as directed. 12. To help monitor and maintain compliance with applicable accounting rules and regulations. 13. To analyze various operational aspects and make recommendations for improvement. 14. To perform assigned tasks in a timely and efficient manner. 15. To perform assigned tasks with a high standard of quality and attention to detail. 16. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:
Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required.