

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

SENIOR ACCOUNTANT

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor of Science Degree in Accounting or Business and three years accounting or auditing experience, preferably governmental
- (2) Certified Public Accountant preferred.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, methods and practices of accounting. Considerable knowledge of modern business management practices and accounting systems. Knowledge of federal and state laws and regulations and School Board policies as they pertain to job responsibilities. Ability to maintain effective relationships with co-workers. Knowledge of computer technology including the use of accounting software, word processing and spreadsheets. Ability to communicate orally and in writing. Knowledge of the Florida Financial Program Cost Accounting and Reporting Manual. Ability to deal effectively and courteously with a variety of people. Ability to plan, organize, prioritize and analyze.

REPORTS TO:

Coordinator of Finance

JOB GOAL

To provide accurate financial information for the district in compliance with generally accepted accounting principals and auditing standards.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Assist in preparation of district budgets, annual financial, CAFR and other reports.
- *(2) Assist in monitoring daily cash balances and associated internal controls.
- *(3) Assist internal and external auditors during the performance of their audits.
- *(4) Oversee all activity of assigned funds.
- *(5) Reconcile accounts in the general ledger.
- *(6) Coordinate closing each month with various personnel and departments.
- *(7) Prepare budget expenditure and revenue reports for all funds as needed.
- *(8) Act as liaison with local bank and commercial representative on banking issues.
- *(9) Approve and post budget transfers generated at schools and facilities for assigned funds.
- *(10) Prepare formal budget amendments for School Board approval.
- *(11) Coordinate budget and accounting procedures.
- *(12) Demonstrate initiative in the performance of assigned responsibilities.

SENIOR ACCOUNTANT (Continued)

Employee Qualities/Responsibilities

- *(13) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(14) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(15) Ensure adherence to good safety standards.
- *(16) Maintain confidentiality regarding school/workplace matters.
- *(17) Model and maintain high ethical standards.
- *(18) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(20) Work with district staff to promote effective and efficient control in managing the budget allocations.
- *(21) Provide data to auditors used for compiling year end audit.
- *(22) Assist with the training of school and department personnel as needed.
- *(23) Assist the Information Services Department to coordinate the installation and maintenance of accounting systems and selected software.
- *(24) Provide technical assistance to employees in schools/departments.
- *(25) Advise district staff members on accounting policies and interpret/apply the policies to the various assigned financial functions.
- *(26) Exercise service orientation when working with others.
- *(27) Keep supervisor informed of potential problems or unusual events.
- *(28) Use effective, positive interpersonal communication skills.
- *(29) Respond to inquiries and concerns in a timely manner.
- *(30) Serve on department/district committees as required or appropriate.

System Support

- *(31) Exhibit interpersonal skills to work as an effective team member.
- *(32) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(33) Demonstrate support for the school district and its goals and priorities.
- *(34) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(35) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(36) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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SENIOR ACCOUNTANT (Continued)

TERMS OF EMPLOYMENT:

Professional Technical
FLSA Exempt

Grade C

250 day Contract (12 months)

Salary and benefits shall be paid consistent with the district's approved compensation plan

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.