

# SCHOOL DISTRICT OF ST. JOHNS COUNTY

## ACCOUNTANT JOB DESCRIPTION

### QUALIFICATIONS:

- (1) Bachelor's Degree in accounting or related business area, or a combination of experience and training commensurate with performance responsibilities.
- (2) Minimum of three (3) years experience in accounting and finance.
- (3) Demonstrate professional leadership ability.
- (4) Satisfactory criminal background check and drug screening.

### KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of state and federal rules/regulations relating to governmental accounting and reporting. Thorough knowledge of general accounting practices. Knowledge of and skill in spreadsheets and other computer applications. Ability to work independently. Effective oral and written communication skills. Ability to work cooperatively with others.

### REPORTS TO:

Supervisor of Accounting

### JOB GOAL

To perform accounting practices and procedures for financial reporting of all funds in compliance with the Governmental Accounting Standards and School Board (GASB) requirements and maintain appropriate records for audit purposes. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

### SUPERVISES:

N/A

### PERFORMANCE RESPONSIBILITIES:

#### Service Delivery

- \*(1) Process all revenue received and prepare bank deposits for the District and FCTC.
- \*(2) Enter revenue receipts into the District's accounting system.
- \*(3) Train bookkeepers and maintain updated procedures for the Bank of America remote deposit process.
- \*(4) Enter journal entries prepared by the finance department staff into the District's accounting system.
- \*(5) Prepare journal entries for various chargebacks, e.g. transportation, fuel.

## ACCOUNTANT (Continued)

- \* (6) Prepare journal entries throughout the year as needed.
- \* (7) Prepare journal entries for year-end accounts receivable.
- \* (8) Monitor the District's DCO bank account for returned items and prepare journal entries for those items.
- \* (9) Work with the District's collection agency to ensure prompt collection of returned items.
- \* (10) Monitor Accounts Receivable balances for all funds and maintain A/R tracking spreadsheet. Submit monthly A/R report to Director of Accounting.
- \* (11) Research unpaid/outstanding Payroll and Accounts Payable checks on bank reconciliation reports. Follow-up with payees to clear unpaid/outstanding checks.
- \* (12) Prepare and submit the DR15 Sales and Use Tax Collection Return to The Florida Department of Revenue - monthly.
- \* (13) Prepare and submit the District's Abandoned Property Report to the Florida Department of Financial Services - annually.
- \* (14) Process refunds as needed.
- \* (15) Process check requests as needed.
- \* (16) Assist in preparing District Superintendent's Annual Financial Report submitted to the Commissioner of Education as required by the State Board of Education rules.
- \* (17) Assist in preparing the District's annual Comprehensive Financial Report (ACFR), including the design, graphics, presentation, formatting and compilation of the ACFR for both professional print production and website.
- \* (18) Monitor and update InsideSJCSD for the Accounting Department.
- \* (19) Maintain orderly and accurate filing system for electronic records retention and paper files as well as electronic file attachments in the District's accounting system.
- \* (20) Perform other duties as assigned by Supervisor, Director or C.F.O.

### Expectations of All Employees

- \* (21) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (22) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (23) Ensure adherence to good safety standards.
- \* (24) Maintain confidentiality regarding school/workplace matters.
- \* (25) Model and maintain high ethical standards.
- \* (26) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

**ACCOUNTANT (Continued)**

- \* (28) Demonstrate initiative in the performance of assigned responsibilities.
- \* (29) Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

**Inter/Intra-Agency Communication and Delivery**

- \* (30) Communicate effectively with staff and administrators.
- \* (31) Keep supervisor informed of potential problems or unusual events.
- \* (32) Respond to inquiries and concerns in a timely manner.

**System Support**

- \* (33) Exhibit interpersonal skills to work as an effective team member.
- \* (34) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (35) Demonstrate support for the School District and its goals and priorities.
- \* (36) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (37) 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.

Job Description Supplement

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

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

**POSITION CODE:**

75031

**PAY GRADE:**

CMG03

**BOARD APPROVED:**

April, 2002

**REVISED:**

February 2006

February 2025