

# SCHOOL DISTRICT OF FLAGLER COUNTY

## SENIOR ACCOUNTANT

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree in Accounting or Business from an accredited educational institution.
- (2) Five (5) years successful experience in accounting or business management, preferably in a government or school system setting.
- (3) Certified Public Accountant preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, methods and practices of accounting. Extensive knowledge of financial reporting and governmental accounting standards. 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:

Director of Finance

#### JOB GOAL

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

#### SUPERVISES:

NA

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Protect assets through supervision of daily cash management and internal controls.
- \*(2) Reconcile asset and liability accounts for all funds in the general ledger.
- \*(3) Coordinate closing each month with various personnel and departments.
- \*(4) Prepare budget expenditure and revenue reports for all funds.
- \*(5) Act as contact with local bank and commercial representative on issues related to banking services and contract.
- \*(6) Oversee Debt Service fund activities.
- \*(7) Prepare the District's Annual Cost Report.
- \*(8) Prepare files for submission to claim federal funds available under Medicaid reimbursement program.

## SENIOR ACCOUNTANT (Continued)

- \* (9) Conduct data collection, summary and analysis to assist with financial reporting, budget preparation, and business operations.
- \* (10) Prepare and submit periodic financial reports for various funds of the district.
- \* (11) Assist in the administration and supervision of the fund accounting of the district, including the recording of accounting entries and journals in the general ledgers.
- \* (12) Assist in the preparation of the district's annual financial report and budget as assigned.
- \* (13) Assist internal and external auditors during the performance of their audits.
- \* (14) Maintain files for research and planning.
- \* (15) Monitor financial components of state and federal grants.
- \* (16) Assist in the preparation of monthly and annual financial statements and other reports.
- \* (17) Demonstrate initiative in the performance of assigned responsibilities.

### Employee Qualities/Responsibilities

- \* (18) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (19) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (20) Ensure adherence to good safety standards.
- \* (21) Maintain confidentiality regarding school/workplace matters.
- \* (22) Model and maintain high ethical standards.
- \* (23) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (24) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### Inter/Intra-Agency Communication and Delivery

- \* (25) Work with district staff to promote effective and efficient internal control in managing funding allocations.
- \* (26) Provide data to auditors used for compiling year-end audit.
- \* (27) Assist with the training of school and department personnel as needed.
- \* (28) Assist the Information Service Department to coordinate the installation and maintenance of accounting systems and selected software.
- \* (29) Provide technical assistance to employees in schools/departments.
- \* (30) Exercise service orientation when working with others.
- \* (31) Keep supervisor informed of potential problems or unusual events.
- \* (32) Use effective, positive interpersonal communication skills.
- \* (33) Respond to inquiries and concerns in a timely manner.
- \* (34) Serve on department/district committees as required or appropriate.

### System Support

- \* (35) Exhibit interpersonal skills to work as an effective team member.
- \* (36) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (37) Demonstrate support for the school district and its goals and priorities.
- \* (38) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (39) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (40) Participate in cross-training activities as required.
- (44) Perform other tasks consistent with the goals and objectives of this position.
- \* (45) Support resources and support systems of district Strategic Framework.

**SENIOR ACCOUNTANT (Continued)**

\*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.

**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 in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement Code:** 05

**Flagler Schools Strategic Framework – Resources & Support Systems**

**Approved 06/19/2018**