

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

ACCOUNTANT III

QUALIFICATIONS:

- (1) Associate Degree in business from an accredited institution, or
- (2) Six (6) years accounting experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of accounting principles and methods and their application to work situations. Extensive knowledge of computer applications as related to job functions, including knowledge of computerized accounting systems. Considerable knowledge of laws, rules and regulations controlling budgetary, grant, and contract procedures. Ability to set priorities, work independently and carry out assignments to completion with little or no supervision. Ability to keep complex records and to assemble and organize data for preparing reports. Ability to maintain effective working relationships with other employees, and ability to deal effectively and courteously with the general public.

REPORTS TO:

Director of Finance

JOB GOAL

To maintain an accurate and current accounting of all District funds consistent with the State prescribed system and with generally accepted accounting principles, and to provide research and support services in areas related to accounting.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain grant files, establish budgets, prepare reports and monitor compliance with grant agreements.
- * (2) Assist grant project coordinators with special programs fund projects, prepare monthly expenditure analyses, and report on-line FA399 forms for submission to the Comptroller's Office.
- * (3) Prepare monthly reminder letters for grant project coordinators.
- * (4) Prepare, post and file journal entries to adjust and/or correct financial records as necessary throughout the year.
- * (5) Assist in reconciling and accounting for transactions of the general fund, debt service funds, capital projects funds, and self-insurance fund.
- * (6) Prepare and maintain budget amendments for general fund, debt service funds, capital projects funds, and Federal grant funds.
- * (7) Prepare Public Depositor Report to the State of Florida, Office of the Treasurer.
- * (8) Review and post cash and wire transfers as needed.
- * (9) Prepare and submit Board packets for Finance related Board agenda items.
- * (10) Assist with annual TRIM compliance.
- * (11) Assist in the preparation of the Annual Cost Report.
- * (12) Assist the Director of Finance in the preparation of the Annual Financial Report (AFR).

Accountant III (continued)

- *(13) Assist the Director of Finance with the preparation of the quarterly Medicaid administrative cost reimbursement invoice.
- *(14) Assist the Director of Finance in preparation of the District's annual budget.
- (15) Provide assistance and support to the Accountant I, Accountant II, and Director of Finance as needed.
- (16) Conduct research and prepare special reports and analyses as required.
- (17) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

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.

*Essential Performance Responsibilities

Job Description Supplement Code 6

Flagler Schools Strategic Framework – Resources & Support Systems