

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### ACCOUNTANT II

#### QUALIFICATIONS:

- (1) Associate Degree in business from an accredited institution; or,
- (2) Four (4) years accounting experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of accounting principles and methods and their application to work situations. Considerable knowledge of computer applications as related to specific job functions, including knowledge of computerized accounting systems. 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 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 the special accounts for capital outlay and other identified projects.
- \* (2) Assist with the physical annual inventory District-wide.
- \* (3) Prepare bank deposits for cash receipts. Receipt and journalize revenue transactions and maintain logs for such activity.
- \* (4) Process invoices for payment and maintain accounts payable records.
- \* (5) Maintain personal service contracts and prepare annual 1099 forms.
- \* (6) Reconcile District inter-fund activity on a monthly basis.
- \* (7) Assist in the preparation of the cost report.
- \* (8) Review and post cash and wire transfers as needed.
- \* (9) Provide assistance to school and department bookkeepers on an ongoing basis.
- \* (10) Prepare, post, and file journal entries to adjust and/or correct financial records as necessary throughout the year.
- \* (11) Issue "Stop Payments" as needed for all District bank accounts.
- \* (12) Maintain records for Nonsufficient Funds (NSF) activities throughout the District.
- \* (13) Assist the Director of Finance in the preparation of the District's annual budget.

## **ACCOUNTANT II (Continued)**

- \*(14) Prepare and maintain budget amendments for general fund, debt service funds, and capital projects funds.
- (15) Provide assistance and support to the Accountant I, Accountant III, and Director of Finance as needed.
- (16) Prepare and submit Board packets for Finance related Board agenda items.
- (17) Conduct miscellaneous research as needed.
- (18) Assist the Director of Finance in the preparation of the Annual Financial Report (AFR).
- (19) 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**