

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Finance Assistant

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

1. Bachelor of Science Degree in Business Management or a related field **or** Associate's Degree or Vocational Training Program in a business field **or** High school diploma or equivalent with ten (10) years of experience in a financial management area.
2. Possess general bookkeeping and data processing experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

REPORTS TO: Chief Finance Officer or Assistant Superintendent for Administration

JOB GOAL

To provide accounting services in the area of finance to all District schools and department in the most efficient and timely manner.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Assist in the functions of financial accounting program cost reporting, accounts payable financial reporting, payroll, cash receipts and cash flow.
2. Develop awareness and assist with the District investment program(s).
3. Assist in the delivery of the employee benefits program.
4. Assist in the maintaining and preparation of information regarding the financial status of the school system.
5. Assist in preparation of financial reports as requested for District financial planning, negotiating, and/or reporting.
6. Prepare and submit required Federal and State financial reports.
7. Assist in the preparation and financial tracking of grants and designated funds providing administrator with status reports.
8. Oversee the routine maintenance of the District's property inventory which includes an annual verification.
9. Execute the monthly accounting processes for the District's finance system updating the data routinely.
10. Oversee the accounts payable purchase order processes including maintenance of vendor lists, invoices, and receiving reports.

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11. Oversee the execution of the automated finance system with specialization in the area of printing checks, registers and reports for the accounts payable processes.
12. Assist with the financial accounting for construction projects submitting PECO and other disbursement requests.
13. Supervise maintenance of financial reports and records for audit and historical purposes.
14. Cooperate and facilitate the resolution of financial problems.
15. Prepare special finance reports on request
16. Facilitate resolutions to finance problems.

Inter / Intra-agency Communication and Delivery

17. Provide for positive communication among staff.
18. Serve as a resource to schools and departments in areas of responsibility.
19. Serve as a liaison with other agencies as required.
20. Perform routine duties as required; i.e., serve as receptionist, compose and send correspondence, answer telephone, sort and distribute mail and order materials.

Employee Qualities / Responsibilities

21. Maintain confidentiality regarding all matters related to assignments.
22. Participate in workshops and training sessions as required.
23. Maintain work area in a safe and secure manner.
24. Model and maintain high ethical standards.
25. Follow attendance and proper dress rules as required.

System Support

26. Ensure that School Board policies and governmental regulations are consistently applied to assignments.
27. Assist and/or direct the investigation of errors and complaints.
28. Assist in training other personnel providing back-up assistance as necessary.
29. Assist the Director with required reports.
30. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

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: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

EVALUATION: Annually by the designated Administrator

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

SALARY ITEM NUMBER:40, Level VIII

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