

Lauderdale County Schools
Florence, AL

Job Description

Position: Account Specialist

Department: Business Operations
Reports To: CSFO and Assistant Superintendent
FLSA Status: Non-Exempt
Contract Days: 240 days
Salary: Based on the System Salary Schedule
Qualifications:

1. BS degree in related field from an accredited college or university.
2. Minimum: 3 years of Business Office experience

Purpose of Job

To perform administrative/financial functions in a centralized accounting operation encompassing job functions related to accounts payable and accounts receivable using knowledge of governmental accounting principles and practices. Provides technical support to central office staff, principals, and school bookkeepers, regarding State of Alabama chart of accounts, financial software system and accounting procedures. Analyzes and processes a high volume of payments in a multi-fund environment. Maintains an equipment & real property inventory system.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists the CSFO in budgetary and general ledger analysis and troubleshooting.
- Verifies accuracy of all deposit documents, selecting proper coding from the state accounting manual to journalize the receipts to the general ledger.
- Produces and distributes budget reports, trial balances, purchase order reports, and other accounting reports to departmental supervisors and executive managers as needed.
- Receives and verifies invoices and purchase orders and verifies that the disbursement transactions will comply with financial policies and procedures.
- Enters invoices for payment, manages vendor check production, produces all supporting disbursement reports, and prepares vendor checks for mailing.
- Produces manual checks when required and enters the check data into the accounting system.

- Maintains an organized and efficient filing system for invoices and purchase orders in support of all non-payroll disbursements.
- Prepares reports to reconcile receiving information with invoice and purchase order records.
- Assist in ensuring that there is a three way match between purchase order, receiver and invoice.
- Performs appropriate bookkeeping functions in payments ensuring that they are approved by the appropriate administrative levels, coded accurately, properly classified, paid to the proper payee with the correct amount and with the required documentation and that proper policies and procedures have been followed in making payments.
- Analyzes invoices prior to payment to ensure that non applicable charges (such as sales tax and excessive freight) are not paid.
- Compare invoice pricing with purchase order to ensure that prices charged are in line with the purchase order.
- Reconciles and resolves any discrepancies noted.
- Processes the liquidation of encumbrances, verifying that purchase orders are correctly liquidating and analyzes accounts where there are discrepancies and assists in the resolution of the discrepancy.
- Assists in training, research and resolves issues and requests for technical support from central office staff and school bookkeepers county-wide, as it relates to the general ledger chart of accounts, travel documentation, procedures, budget, corrections to general ledger, invoice and purchase order status, and general ledger account status.
- As the main point of contact, responsible for researching discrepancies, problems, or related matters and resolving vendor problems.
- Reviews travel vouchers and reimbursement requests for mileage to insure accuracy and compliance with travel regulations, notes any discrepancies and, if appropriate, returns voucher or request to employee for additional documentation or correction.
- Assists in the reconciliation of monthly purchase card statements to ensure that account codes are correct and charges are proper and supported with appropriate documentation.
- Receives payments, issues receipts and determines proper account code classification, posts to the general ledger and prepares deposits.
- Assists in the monthly bank reconciliation for funds, accounting for outstanding checks, deposits in transit and wire transfers in transit.
- Maintains open purchase order file.
- Assist in year-end closing by reviewing all outstanding encumbrances for their validity, ensuring goods received on or prior to end of fiscal year are properly booked as payables.
- Provides assistance to auditors by identifying requested information and answering inquiries regarding the accounting operation.
- Maintains an equipment and real property inventory system , including assignment of inventory control numbers, placement tags on all items, entry of all purchasing and value data for each item into the inventory control database, and performance of annual and periodic physical counts of inventoried equipment items.

- Attends meetings and conferences as directed.
- Performs such other tasks and assumes such other responsibilities as the CSFO and/or Assistant Superintendent may assign.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.

Approved May 30, 2018 Board Meeting (#18)