

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

FINANCE SPECIALIST

QUALIFICATIONS:

- (1) Associate of Arts Degree with courses in bookkeeping or accounting.
- (2) Three years successful experience in bookkeeping, accounting, or related field. Two years of the required experience are preferred in governmental accounting with a working knowledge of Florida School Finance.
- (3) In lieu of the above requirements, a combination of training and experience commensurate with performance responsibilities may be acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of principles and practices of accounting. Ability to apply knowledge to work situations. Ability to gather data and make judgments. Ability to set priorities and prepare complete and accurate accounting reports. Ability to understand written and oral communications regarding expenditures of funds under applicable laws. Ability to use technology to keep complex records accurately. Ability to prepare technical reports.

REPORTS TO:

Director of Finance

JOB GOAL

To maintain accounting records, oversee expenditure of funds, and prepare periodic financial reports as required. Work detail and specific routines may vary according to department assignment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Operate a calculator, IBM or other appropriate PC, typewriter, printer and telephone and occasionally lift boxes of records/computer printouts.
- (2) Work collaboratively with department directors to expend federal and state grant funds or other available funds.
- (3) Monitor expenditures of funds to ensure compliance with applicable laws.
- (4) Prepare financial reports, audits and verifications as required by state and federal regulations.
- (5) Maintain subsidiary records and reconcile to general ledger account balance.
- (6) Prepare and record appropriate journal entries for balance sheet, revenue and expenditure accounts.
- (7) Correlate invoices, purchase orders and receiving reports for payment.
- (8) Assist with preparation of monthly and annual financial reports.
- (9) Maintain various funds' budgets and monitor related revenues and expenditures.

Amendment Board Approved April 15, 2003
Amendment Board Approval July 31, 2007

FINANCE SPECIALIST (Continued)

- (10) Maintain knowledge of current laws, regulations and principles in area of assignment.
- (11) Assist in preparing the District's annual budget.
- (12) Provide technical assistance to schools and departments.
- (13) Balance property records inventory to expenditures.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.
- (15) Other duties assigned by the immediate administrator or supervisor.

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:

Approved Unit Compensation plan, pay grade 7-12

12 months

7.5 hours per day

EVALUATION:

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