

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

FINANCE ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

- (1) Bachelor's Degree in accounting, finance, business or public administration, or a related field.
- (2) Three years of 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 and general ledger maintenance.
- (3) In lieu of the above requirements, a combination of training and experience commensurate with performance responsibilities.

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. Ability to communicate effectively in oral or written form. Knowledge of relevant software and hardware capabilities. Ability to manage several tasks at one time. Ability to advise principals and program directors regarding budgets and financial reporting.

REPORTS TO:

Director of Finance

JOB GOAL

To maintain accounting records, oversee expenditures of funds, and prepare periodic financial reports as required. To assist in ensuring that the District's financial, payroll, and staff records and systems are maintained in accordance with law and generally accepted accounting practices to support the District's mission.

SUPERVISES:

Assist in supervision support personnel assigned to the Finance Department.

PERFORMANCE RESPONSIBILITIES

The Finance Administrative Assistant shall assist the Director of Finance and the Assistant Director of Finance in the responsibility for all District Fiscal Programs including but not limited to the following specific responsibilities:

- (1) Work collaboratively with the department directors to discharge the District's fiscal responsibilities in relation to all federal and state grants and projects including the

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FINANCE ADMINISTRATIVE ASSISTANT (Continued)

- monitoring of expenditures; processing FA-399 reports; preparation of cash advance requests; computation of federal indirect cost; preparation of School Board budget amendments; and compilation of data for Annual Financial Reports and District Summary Budget.
- (2) Monitor the revenues and expenditures of the District's charter schools.
 - (3) Provide fiscal technical assistance to charter schools.
 - (4) Monitor revenue and expenditure reporting of the food service program.
 - (5) Fiscal reporting responsibilities for all capital projects/funds.
 - (6) Monitoring of capital project expenditures.
 - (7) Provide technical assistance to schools and departments.
 - (8) Monitor school-level internal accounts.
 - (9) Assist or supervise the assistance to the property records office in balancing property records.
 - (10) Establish or supervise the establishment of General Ledger accounts for all funds at the beginning of the fiscal year, and close or supervise the closing of these accounts at the end of the fiscal year.
 - (11) Provide assistance with preparation of monthly revenue and expenditure reports, annual budget, comprehensive annual financial report, SATSY and cost report.
 - (12) Supervise the automated transmittal of financial data including the District Summary Budget, Annual Financial Report, and Cost Report.
 - (13) Prepare and record or supervise the preparation and recording of appropriate journal entries for balance sheet, revenue and expenditures accounts.
 - (14) Provide assistance in the supervisory review and correction of all accounts payable, payroll, cash management, accounts receivable, and general ledger transactions.
 - (15) Maintain or supervise the maintenance of general ledger and subsidiary records/ledgers; ensure reconciliation.
 - (16) Provide technical support, training, and backup for all finance/payroll/staff positions.
 - (17) Provide assistance in preparation for collective bargaining negotiations.
 - (18) Provide assistance in the process of developing the District's compensation plans.
 - (19) Provide assistance in monitoring the district and school FTE reporting for the established survey periods.
 - (20) Maintain a quiet work environment.
 - (21) Perform other tasks consistent with the goals and objectives of this position.
 - (22)** 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 13-18
12 months
7.5 hours per day

EVALUATION:

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

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