

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

ACCOUNTANT I

QUALIFICATIONS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accounting principles and methods, and their application to work situations. Knowledge of computer applications as related to specific job functions, including a basic knowledge of computerized accounting systems. Proficient in use of a ten-key calculator. Ability to gather data, make judgments, and understand written and oral communications. Ability to set priorities, work independently and carry out assignments to completion. Ability to work effectively as a team member, maintain effective working relationships with other employees, and deal effectively and courteously with the general public.

REPORTS TO:

Director of Finance

JOB GOAL

To maintain an 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) Reconcile bank statements for all District bank accounts.
- * (2) Prepare, post, and file journal entries to adjust and/or correct financial records as necessary throughout the year.
- * (3) Review District-wide invoices (utilities, insurance, etc.) for accuracy, log for distribution, and submit for payment.
- * (4) Assist in reviewing purchase orders for mathematical accuracy and correct account coding.
- * (5) Assist with maintaining accurate and up-to-date vendor files to ensure accurate information for payment of invoices.
- * (6) Review and process purchasing card transactions.
- * (7) Reconcile petty cash accounts throughout the District
- * (8) Maintain and process unclaimed property records.
- * (9) Assist the Director of Finance in the preparation of the District's annual budget.
- * (10) Prepare and maintain budget amendments for general fund, debt service fund, and capital projects fund.
- * (11) Prepare and submit Board packets for Finance related Board agenda items.
- * (12) Provide assistance and support to the Accountant II, Accountant III, and Director of Finance as needed.

ACCOUNTANT I (Continued)

- (13) Conduct miscellaneous research as needed.
- (14) Assist the Director of Finance in the preparation of the Annual Financial Report (AFR).
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.

TECHNOLOGY ACCESS: SKYWARD FINANCE

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

SALARY CODE: CGZ