

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Staff Accountant

## GENERAL DESCRIPTION

The essential function of the position within the organization is to maintain systems of accounting and internal control to satisfy the District's financial record-keeping obligations. The position is responsible for performing responsible professional accounting work in accordance with generally accepted accounting principles, providing reliable financial forecasts and other reports from which executives can make informed decisions, assisting with capital and operating budget preparation, performing internal financial audits and coordinating external audit processes, and performing related work as assigned. The position works independently, reporting major activities through periodic meetings.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Provides professional accounting assistance and guidance to department and District staff as required.

Prepares financial forecasts; calculates FEFP and millage rates.

Assists in preparing and/or reviews school-level, department and District budgets for completeness and accuracy, and adherence to policies, procedures and budget restrictions; prepares approved versions of budget and imports to web; prepares District budget books.

Researches and recommends accounting controls and procedures and system improvements as appropriate.

Creates and maintains general ledger accounts.

Ensures proper reporting of financial information; reviews all financial documents for accuracy and proper classification.

Performs various accounting calculations and reports findings for report preparation and/or decision-making purposes; submits necessary information as required.

Prepares financial information/responses for School Board meetings as needed.

Prepares financial statements, various routine and special reports and related work papers for the Board, state Department of Education, external auditors, and for District use.

Coordinates with external auditors the completion of the annual certified audit and prepares the Comprehensive Annual Financial Report; performs internal audits, reviews and inventories to ensure financial compliance and control; ensures appropriate action in response to audit findings.

Reviews, approves, prepares and/or inputs budget information, budget transfers and journal entries; processes wire transfers; processes accounts receivable and payable.

Supports the District's labor bargaining team by analyzing and synthesizing compensation data and preparing schedules and reports.

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Assists in administering the use and maintenance of automated financial system software; assigns/modifies user access and security levels; troubleshoots problems and contacts service provider for maintenance and assistance as needed.

Compiles data for and prepares routine and special reports, presentations, analyses and studies as required.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Assists with special projects as requested.

Attends training, seminars and conferences as required to maintain and enhance job knowledge and skills.

Performs general administrative/clerical duties as required, including entering and retrieving computer data, preparing reports and correspondence, copying and filing documents, sending and receiving faxes, answering e-mails.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving widespread economies and/or preventing losses through the development and administration of organization-wide programs and policies that impact the

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operations of two or more major departments or three or more minor departments.

**Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads journals and manuals; prepares specialized reports and business letters using proper format and grammar; speaks to groups of employees and people outside the organization.

**Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

**Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; where loss of life and/or damage is highly likely.

**Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.*

**Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

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## **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a bachelor’s degree in accounting, finance or related field.

Master’s degree in account is preferred

## **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid state driver’s license.

Certification in Florida as a CPA is preferred.

## **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires eight years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

### **Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

### **Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

### **American With Disabilities Act Compliance:**

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ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Supervisor, Finance

**Supervises:**

N/A

PAY GRADE: From: D131A1 To: D131O3

Number of Months: 12 Number of Days: 254 Hours: 8

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016