

## SCHOOL DISTRICT OF FRANKLIN COUNTY

### JOB DESCRIPTION

#### ACCOUNTANT II\*

#### QUALIFICATIONS:

- (1) Associate's Degree in Accounting, Finance, or Business Administration
- (2) Experience in governmental accounting preferred
- (3) Experience with FDOE Red Book accounting requirements preferred

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read and interpret State Board rules. School Board policies and appropriate state and federal statutes. Extensive knowledge of governmental accounting principles and cash control standards. Knowledge of and skill in spreadsheet and other mainframe applications. Ability to work Independently and initiate tasks. Effective oral and written communication skills. Possess good mathematical and analytical skills.

#### REPORTS TO: DIRECTOR OF FINANCIAL SERVICES

#### **JOB GOAL**

To provide accounting services in the assigned area to all District schools and departments in the most efficient and timely manner and to provide efficient and accurate financial reporting support

**SUPERVISES:** Finance Department as designated by Director of Financial Services

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery for primary supervisor(s)

- 1) Assist in keeping accurate accounts and maintaining budget control of all cost center budgets.
- 2) Assist in preparing all monthly expenditure reports
- 3) Process all travel accounts.
- 4) Balance all bank statements monthly.
- 5) Prepare Indirect cost reports for all federal projects
- 6) Perform all accounts payable corrections on computer.
- 7) Maintain the general ledger and the capital projects ledger
- 8) Ensure vendor number control for accounts payable
- 9) Maintain federal projects
- 10) Perform federal cash reconciliation and cash-on-line requests

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- 11) Complete FA-399 reports manually and on-line
- 12) Complete PECO on-line requests
- 13) Assist with annual cost report
- 14) Handle SBA wire transfers and maintain account reconciliation.
- 15) Provide support for other finance office functions including payroll and related duties in absence of payroll clerk.
- 16) Provide leadership in the absence of Director.
- 17) Assist in preparation of Budget and Annual Financial Report.
- 18) Provide support for other finance office functions.

#### Inter / Intra-agency Communication and Delivery

- 19) Provide for positive communication among staff.
- 20) Serve as a resource to schools and departments in areas of responsibility.

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- 21) Provide for positive communication among staff.
- 22) Serve as a resource to schools and departments in areas of responsibility.
- 23) Serve as liaison with other agencies as required.
- 24) Keep Director informed about potential problems and unusual events.

#### Employee Qualities/Responsibilities

- 25) Maintain confidentiality regarding all matters related to assignment.
- 26) Participate in workshops and training sessions as required.
- 27) Maintain work area in a safe and secure manner.
- 28) Model and maintain high ethical standards.
- 29) Report to work regularly and on time.

#### System Support

- 30) Ensure that School Board policies and governmental regulations are consistently applied to Assignment.
- 31) Assist and/or direct the investigation of errors and complaints.
- 32) Assist in training other personnel providing back-up assistance as necessary
- 33) Assist the Director with required reports.
- 34) Perform other duties as assigned by Supervisor and/or Superintendent.

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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: (12 Month Personnel, 260 Days)

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.

Paid Holidays for 12 Month Personnel

Independence Day (1)

Labor Day (1)

Thanksgiving (2)

Christmas (2)

New Year (2)

MLK (1)

EVALUATION:

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

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
FCSB Approval Date

Printed - 5/16/2013 10:25 AM

\* Confidential Employee. Not eligible for union participation.