

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****SPECIALIST, SPECIAL REVENUE FUNDS****SALARY SCHEDULE: ADMINISTRATIVE – H****COST CENTER: FINANCIAL SERVICES (9038)****QUALIFICATIONS:**

- (1) Bachelor's Degree or higher with a major in Accounting or Finance.
- (2) Minimum of three (3) years experience in the provision of budget, financing, accounting and auditing. Government experience and knowledge of grant accounting helpful.
- (3) Related work experience may substitute on a year for year basis for the education requirement at the discretion of the District.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of accounting terminology and procedures and policies utilizing computer technology. Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of generally accepted accounting principles, governmental accounting standards and cash control procedures. Effective oral and written communication skills. Possess good mathematical skills. Ability to work independently or as part of a team.

REPORTS TO:

Accounting Supervisor

JOB GOAL

To provide accounting services to all District schools and departments in an efficient and timely manner, within the appropriate federal, state and local regulations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Responsible for all accounting functions for Special Revenue Funds of the School Board of Sarasota County.
- * (2) Generate monthly financial reports for Special Revenue Funds and reconcile reports with official accounts and financial statements.
- * (3) Provide monthly project financial reports for Special Revenue Fund managers and assist in providing further information as necessary.
- * (4) Coordinate with Budget Department in preparation of Special Revenue Budgets.
- * (5) Respond to auditor concerns and questions during audit periods.
- * (6) Assist district bookkeepers and department employees as needed in problem-solving activities.
- * (7) Complete year-end reports.
- * (8) Ensure that School Board policies and government regulations are consistently applied.
- * (9) Assist and/or direct the investigation of errors and complaints.
- * (10) Assist the Chief Financial Officer with required reports.
- * (11) Demonstrate initiative in the performance of assigned responsibilities.
- * (12) Model and maintain high ethical standards.
- * (13) Follow attendance, punctuality and proper dress rules.
- * (14) Maintain confidentiality regarding all matters relating to assignments.
- * (15) Maintain positive relationships with coworkers, school personnel, vendors and administrators.
- * (16) Participate in workshops and training sessions as required.

SPECIALIST, SPECIAL REVENUE FUNDS (continued)

- *(17) Communicate effectively with public, coworkers and administrators.
- *(18) Respond to inquiries and concerns in a timely manner.
- *(19) Keep supervisor informed of potential problems or unusual events.
- *(20) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(21) Follow all School Board policies and procedures.
- *(22) Exhibit interpersonal skills to work as an effective team member.
- *(23) Demonstrate support for the School District and its goals and priorities.
- *(24) Perform other incidental tasks consistent with the goals and objectives of this position.

Note: The following responsibilities are specific to assigned department:

- *(25) Preparation and submission of Annual Program Cost Report.
- *(26) Prepare Federal and State Food Service Financial Reports.
- *(27) Calculate, submit, and apply Indirect Cost Rate for the District.
- *(28) Prepare Distributive Aid Cash Advance Reconciliation.
- *(29) File Florida Department of Revenue Sales and Use Tax Return for Food Service operations.
- *(30) Reconcile PELL and FSEOG grants with Sarasota County Technical Institute.
- *(31) Review and submit Food Service claims for Federal reimbursement.
- *(32) Compile, distribute, collect and reconcile Personnel Activity Report forms twice a year.
- *(33) Research and reconcile interfund balances and grants with official records.
- *(34) Report Federal Direct expenditures online by project.
- *(35) Prepare and submit Final Reports on Federal and Local closed projects.
- *(36) Record receipts into official financial records.
- *(37) Prepare monthly Superintendent's Financial Statement to be presented for School Board approval.
- *(38) Prepare appropriate worksheets for Annual Financial Report / Notes to the Financial Statements relating to Special Revenue Funds.
- *(39) Review and process journal entries pertaining to Special Revenue Funds.
- *(40) Approve Special Revenue transactions of funds from schools and departments via requisitions and purchasing cards.
- *(41) Complete all Federal filings and other matters related to Special Revenue Funds.
- *(42) Coordinate with project directors, bookkeepers and accounting staff to ensure grant money is spent in a timely and proper manner.
- *(43) All other duties as assigned.
- *(44) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds as frequently as needed to move objects.

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 with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities