



ACCOUNTANT I

SUMMARY/SCOPE/GOAL

Performs a variety of duties to support the Director and Accounting Manager in a lead capacity in one or more areas, including general accounting, accounting related to grants or capital projects, budget maintenance, accounts payable and/or payroll.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School Diploma or equivalent AND at least six (6) years of progressively responsible work in a high-paced large organization, preferably a school district environment.

OR

- BA/BS Accounting, Finance, Business Administration, or similar relevant major from a regionally accredited University and Program AND at least two (2) years of responsible work experience (internships in a financial environment may be considered work experience with approval.)
- Experience is required in all aspects of accounting and bookkeeping to train and review work of others, troubleshoot, and monitor daily workflow.

PREFERRED/DESIRED:

- Florida School District experience with the use of large spreadsheets and ERP or large financial systems.
- BA/BS Accounting, Finance, Business Administration, or similar relevant major from a regionally accredited University and Program.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's License

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Perform varied, complex accounting and data-entry activities related to general accounting, accounting related to grants or capital projects, property control, budget maintenance, accounts payable and/or payroll in accordance with established principals and procedures while maintaining confidentiality.
2. With considerable independence, assists the Accounting Manager in providing guidance, training, and technical support to accounting staff, departments, and schools.

ACCOUNTANT I

3. Researches, reconciles, maintains accounting schedules and account reconciliations for various projects and accounts on a weekly and monthly basis.
4. Prepares journal entries for posting accounting transactions for proper classifications.
5. Assists and supports Director and Accounting Manager with evaluating and implementing accounting system process improvements; tests and verifies accounting enhancements on behalf of the Accounting Department.
6. Conducts training of employees in the procedures and techniques for the assignment of school bookkeepers and finance liaison, including preparing training documentation.
7. Serves as problem solver and resource for management, accounting staff and school bookkeepers to investigate accounting issues, exercise problem solving techniques and recommend solutions for appropriate outcomes.
8. Organize activities and coordinate workflow to meet deadlines.
9. Act as a liaison between district departments and schools, and coordinate functions in other areas within the department.
10. Responds to difficult, sensitive, and confidential situations.
11. Provide back up to the Accounting Department in other areas as needed.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Ability to organize and analyze data. Skills in mathematical/statistical procedures to produce accurate calculations and reporting. Skills in interpersonal communications; skill in organizing and prioritizing tasks to meet deadlines; excellent communication skills, verbally and in writing. Considerable knowledge of financial accounting and reporting for a large school district.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:
(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Financial Services	DEPARTMENT:	Accounting Services
TITLE CODE:	L3730	CONTENT BY:	Director Accounting
GRADE:	14	COMPENSATION:	Human Resources
UNIT:	NB (Non-Exempt)	LABOR RELATIONS:	Dr. Green, Ed.D.
LAST BOARD APVD:	5/28/2019	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/28/19	Initial Release	Financial Services
1.1	8/22/19	Revised: Clarified Bargaining Unit	Human Resources
1.2	12/18/19	Revised: Corrected Job Title Code	Human Resources
2.0	12/3/2020	New Format	Human Resources
2.1	11/4/2021	Updated with schedule and corrected Physical requirement to ADA format	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.