



ACCOUNTING SPECIALIST I – II

SUMMARY/SCOPE/GOAL

Maintain accounting records for the district's various funds and prepare periodic financial reports as required. Work detail and specific routines may vary according to the department assignment.

QUALIFICATIONS

ACCOUNTING SPECIALIST I:

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent.
- Minimum of one (1) year experience in bookkeeping or accounting.
- Must be able to operate a computer and standard office equipment.

ACCOUNTING SPECIALIST II:

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent with courses in bookkeeping or accounting.
- Minimum of three (3) years responsible bookkeeping or accounting experience, with at least one year in governmental accounting.
- Must be able to operate a computer and standard office equipment.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Drivers' 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. Operate a computer and all standard business office machines.
2. Work collaboratively to initiate requisitions and purchase orders, verify receipt of merchandise, correlate invoices, purchase orders and receiving reports, and process vendor payments.
3. Monitor expenditures of funds to ensure compliance with accounting standards and adherence to budget constraints.
4. Monitor and maintain appropriate stock levels for various inventory items.
5. Prepare and records journal entries, process daily accounting information and prepare periodic financial reports.
6. Process daily cash receipts and maintain receipt books and cash receipt records.
7. Travel between warehouse and office occasionally.
8. Use effective interpersonal communication skills.

Additional functions: Level II

9. Work collaboratively with department directors to expend Federal and State Grant funds or other available funds.
10. Prepare financial reports as required by state and federal regulations.
11. Maintain subsidiary records and reconcile to general ledger account balance.
12. Prepare and record appropriate journal entries for balance sheet, revenue, and expenditure accounts.
13. Assist with preparation of monthly and annual financial reports.
14. Maintain various funds/budgets and monitor related revenues and expenditures.

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:

Considerable knowledge of principles and practices of bookkeeping. Ability to apply knowledge to work situations. Ability to gather data and make judgments. Ability to set priorities and prepare complete and accurate accounting reports. Ability to understand written and oral communications regarding expenditures and funds under applicable laws. Ability to use technology to keep complex records accurately.

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:

(L) 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. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

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:	Varies	DEPARTMENT:	Varies
TITLE CODE:	L3705, L3706	CONTENT BY:	Jo Ann Clark, Direct – Accounting Services
GRADE:	21, 23	COMPENSATION:	Ellie Kelly – Human Resources
UNIT:	1010 CORE	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	8/25/1998	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	8/20/1998	Developed	Jo Ann Clark
1.1	7/26/05	Revised: Change to pay grad only	
1.2	1/10/08	Revised: Change to grade per 1010 contract	
1.3	7/9/08	Title changed from Chief Accounting Clerk	
2.0	03/01/2021	New Format: Combine levels I & II to one Job Desc.	Ellie Kelly - Human Resources
2.1	11/4/2021	Remove Special diploma; update schedule and light work text to match ADA.	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.