



# ACCOUNTING SPECIALIST III

## 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 assignments.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High School diploma or equivalent with courses in bookkeeping or accounting.  
**PLUS**, Four (4) years of progressively more responsible work experience. **OR**
  - Associates Degree from an accredited educational institution with at least two (2) years of progressively responsible work experience. **OR**
  - Bachelor's Degree in Accounting, Business Management, Finance, or related field.
- Must be able to operate a computer and standard office equipment.

#### PREFERRED/DESIRED:

- Governmental accounting experience preferred.

### 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. With considerable independence, manage daily banking relationships with financial institutions; Custodian of banking software for cash and investments; prepare daily cash flow and makes decision for fund transfers to cover the district operating expenditures including payroll and accounts payable disbursements and capital expenditure requirements.
2. Assist in compiling, maintaining, and creating annual cash flow reporting for the District's financing of the RAN, TAN and COP as requested by the Director of Accounting and Accounting Managers and assist in reconciling the data.
3. Assist in developing and maintaining internal controls over cash and investments of District's operating and capital funds.
4. Review the work of clerical staff and assists in training of staff. May act as a lead in various accounting processes.
5. Assist in the development of the monthly fund accounting reports that are prepared for the Board and in the development of the District's AFR and CAFR related to cash and investments. Also assist in developing fund accounting reports required by federal and state mandates.
6. Reconcile bank statements and fund balance sheet accounts and cash flow reconciliations of cash and investments by fund.

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7. Assist in budgets and budget amendments process for Capital Outlay and/or Special Revenue and/or for the Food Service budget amendments.
8. Create and verify journal entries and any other financial records that affect the individual fund for the integrity of financial data.
9. Assist the Fund Accountant in Accounting CrossPointe training at the worksites and the District.
10. Assist the Accounting Manager and the Fund Accountant in all aspect of governmental reporting requirements.

### 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:

Knowledge of principles and practices of accounting as they apply to recording activity in a governmental entity including Capital Outlay, Special Revenue, Food Services, and Before & After Care. Knowledge of principles and procedures of both the General ledger and corresponding sub-ledgers. Ability to use office practices, procedures, equipment, and standard accounting techniques as applied to the maintenance of an accounting system involving a large number of complex transactions. Ability to establish and maintain effective working relationships with both internal and external customers.

### 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.

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**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:**

<b>DIVISION:</b>	Varies	<b>DEPARTMENT:</b>	Varies
<b>TITLE CODE:</b>	L3707	<b>CONTENT BY:</b>	Jo Ann Clark, Direct – Accounting Services
<b>GRADE:</b>	JJ	<b>COMPENSATION:</b>	Ellie Kelly – Human Resources
<b>UNIT:</b>	1010 PTH	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	2/10/2009	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	8/20/1998	Developed	Jo Ann Clark
1.1	3/1/2021	New Format	Ellie Kelly – Human Resources
1.2	11/4/2021	Remove special diploma; update schedule	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.*