

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

ACCOUNTING ASSISTANT

Required Qualifications:

- A.A. Degree in Accounting
- Minimum of two (2) years of similar accounting experience
- In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for a post-secondary degree
- Knowledge of accounting principles, practices and procedures and the ability to apply such knowledge to accounting transactions
- Knowledge of the law, rules and regulations controlling budgetary fiscal record-keeping and contract procedures of county schools
- Knowledge of auditing procedures

Performance Responsibilities:

- Receive, sort and verify invoices and purchase orders and process them for payment as required
- Identify any problems with invoices and report to Director of Finance and Purchasing when necessary
- Review travel vouchers and ensure compliance with District policy prior to paying
- Review and approve Purchasing Card purchases
- Be responsible for reconciling accounts payable prior to check run
- Prepare and post cash receipts and revenue journal entries
- Input and analyze SATSY as part of the annual program cost report
- Record payment of all sales tax deposits in the district's financial records
- Be responsible for preparing tangible property tax claims to Property Appraiser
- Assist in the preparation of various financial reports and statements
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Keep Director of Finance and Purchasing informed of potential problems and unusual events
- Perform other duties as assigned by the Director of Finance and Purchasing and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance and Purchasing and/or designee

Evaluation:

Annual evaluation done by the Director of Finance and Purchasing and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level G

Job Code:

75032

Board Approved: 08/18/1998

Revised: 01/02, 01/20/09, 03/03/09, 05/17/11, 03/13/12, 7/6/2015