

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

ACCOUNTING TECHNICIAN - ESE

Required Qualifications:

- High school diploma or equivalent
- Minimum of two (2) years of experience in bookkeeping and/or accounting or an equivalent combination of training and experience
- Thorough knowledge of accounting and bookkeeping procedures
- Knowledge of existing technology necessary to facilitate accounting and bookkeeping operations
- Must be self-directed and have the ability to make decisions with minimal supervision

Performance Responsibilities:

- Responsible for logging all confidential referrals and completed evaluations
- Monitor the database of confidential Exceptional Student Education (ESE) data that is utilized for preparing district and Department of Education reports
- Work closely with the Information Services Department to monitor accuracy of ESE-FEFP data
- Design and prepare necessary data reports from confidential student information
- Responsible for all transactions involving the General Revenue funds including writing purchase orders, monitoring balances and preparing reports
- Responsible for all transactions involved with assigned portions of the Individuals with Disabilities Education Act (IDEA) Grant funds including writing purchase orders, monitoring balances and preparing reports
- Distribute correspondence
- Attend meetings as necessary
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Exceptional Student Education 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 Exceptional Student Education and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level E

Job Code:

61097

Board Approved: 07/18/00

Revised: 12/13/05, 01/20/09, 05/17/11

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