

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

ACCOUNTING TECHNICIAN - TRANSPORTATION

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:

- Prepare payroll for all transportation staff
- Maintain accurate timesheets for hourly employees and compile adjustments
- Assist in the completion and distribution of travel reimbursements, overtime and leave allocations
- Utilize the mainframe for various functions
- Requisition posting requests as necessary
- Complete paperwork for the hiring process and complete termination and leave of absence forms
- Maintain personnel records and absenteeism records kept at the site
- Act as departmental employee benefits representative, workers' compensation contact and petty cash custodian
- Distribute correspondence and maintain printing orders
- Attend meetings as necessary
- Perform other duties as assigned by the Director of Transportation 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 Transportation and/or designee

Evaluation:

Annual evaluation done by the Director of Transportation and/or designee

Terms of Employment:

11 or 12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level E

Job Code:

78097

Board Approved: 08/18/98

Revised: 06/20/06, 01/20/09, 05/17/11, 06/10/14