

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SENIOR ACCOUNTING ASSISTANT

Required Qualifications:

- A.A. Degree in Accounting*
- Minimum of four (4) years of similar accounting experience*
- 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
- Problem solving skills and initiative

* 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.

Performance Responsibilities:

- Directs work of the Accounting Assistant(s) and Accounting Clerk(s) in the Finance Department
- Organize and direct the work of Accounts Payable (AP) processing for the district and approve changes in work processing as deemed necessary to meet payment schedules
- Create and verify journal entries and any other financial records that affect the individual fund for the integrity of financial data
- Create and generate the E-Payable (PAVA) payment run for all PAVA vendors
- Provide support assistance with PAVA E-Payable vendors when necessary
- Oversee the payment process for the Florida Teachers Classroom Supply Assistance Program (formerly the Florida Lead Teacher Program)
- Assist the and Accountant in all aspects of governmental reporting requirements
- Coordinate accounting, billing and collection procedures
- Evaluate and recommend changes to AP policies and procedures to streamline processes and enhance automation.
- Perform special reviews and audits, monitor daily status and issue reports for AP
- Enforce, interpret and explain payment policies and procedures utilized in the school system as requested
- Coordinate the daily, weekly, monthly, and year-end activities of the accounts payable function to facilitate in the timely payment to vendors in an efficient manner
- Oversee the payment process for Florida School Recognition Program
- 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 L

Job Code:

75032

Board Approved: 06/10/14
Revised:7/6/2015