

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

ACCOUNTANT

Required Qualifications:

- Bachelor's Degree from an accredited educational institution in Accounting, Business or related field and three years of professional business experience related to accounting and or banking. Or an Associate's Degree from an accredited educational institution in Accounting, Business or related field and 5 years of progressively responsible professional business experience related to accounting and or banking.
- Knowledge of auditing procedures
- Must possess a Florida driver's license

Desired Qualifications:

- Florida Certified Public Accounting License
- Experience in governmental (school district) accounting
- Knowledge of the law, rules and regulations controlling budgetary fiscal record-keeping and contract procedures of county schools

Performance Responsibilities:

- Monitor all daily bank balances for all funds and determine daily cash requirements
- Prepare monthly bank reconciliations
- Assist in the investment of excess funds in accordance with the District's Board-approved Investment Policy
- Act as representative for all bank institutions for the district and school internal bank accounts
- Advise Director of Finance and Purchasing, on the status of cash, investments and debt on a regular basis
- Assist in the coordination of the reconciliation of special journals, subsidiary ledgers and cash
- Assist in the analysis, review and reconciliation of general ledger accounts
- Participate in planning for developing the annual District budget
- Assist in preparing the annual District budget
- Assist with balancing general ledgers
- Initiate and record wire transfers as requested and authorized by accounting personnel
- Initiate and record funding of payroll and accounts payable disbursements
- Assist in the preparation and coordination of monthly and annual financial statements
- District liaison for providing reports for outside auditors

- Assist bookkeepers by resolving finance and internal accounts related issues, including issues on internal accounts, monthly financial reports, annual close out procedures, and accounting software related issues
- Assist Charter and Private schools resolving finance related issues and prepare FEFP worksheet and make necessary adjustments throughout the fiscal year during survey periods
- Assist Director of Finance and Purchasing with Year End Annual Financial Statement notes
- Prepare annual debt schedules
- Provide backup to department as needed
- Respond to inquiries and concerns in a timely manner
- Keep Director of Finance and Purchasing informed of potential problems or unusual events
- Represent the District in a positive and professional manner
- Promote and support professional growth for self and others
- Perform other duties as assigned by the Director of Finance and Purchasing 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 - Professional/Technical/Supervisory Category C

Job Code:

75031

Board Approved: 03/13/12, 07/06/2015
Revised: 10/13/2020