

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

OFFICER, FINANCE

QUALIFICATIONS:

- (1) Bachelor's Degree in Accounting, Business Administration or Finance from an accredited educational institution.
- (2) Certified Public Accountant preferred
- (3) Skyward Enterprise Resource System experience preferred
- (4) Minimum of three (3) years of experience in accounting and/or auditing.
- (5) Knowledge of laws and rules pertaining to School/Governmental Accounting.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of principles and practices of accounting and auditing. Ability to apply knowledge to work situations. Ability to gather data and make judgments. Ability to set priorities and prepare complete and accurate accounting reports. Ability to understand written and oral communications regarding expenditures of funds under applicable laws. Ability to use technology for correspondence, development of financial analysis, and maintaining complex records accurately. Ability to prepare technical reports. Good written and oral communication skills.

REPORTS TO:

Director, Finance

JOB GOAL

To direct the process of allocating school funds to ensure maximum benefit to the District from the prudent expenditure of financial resources and to facilitate the expenditure process in accordance with District, State, and federal regulations.

SUPERVISES:

Payroll Clerks
Fiscal Service Clerks
Accounts Payable Clerks
Bookkeeper

PERFORMANCE RESPONSIBILITIES:

- * (1) Prepare the Annual Financial Report in accordance with accounting principles generally accepted in the United States of America.
- * (2) Monitor and reconcile the Self Insurance Fund.
- * (3) Prepare and review journal entries and cash receipts.
- * (4) Assist in the process and review of accounts payable, accounts receivable, payroll and internal accounts.
- * (5) Assume responsibility for preparation and submission of the budget summary reports, monthly project disbursement report for capital projects, monthly federal cash advance wire transmittals, and monthly distributive aid and federal cash advance reconciliation.
- (6) Prepare monthly financial reports for the Superintendent, Board, and project directors.
- (7) Assist in preparation and review of budget amendments.
- (8) Assist in monitoring internal control.

OFFICER, FINANCE (Continued)

- * (9) Review contractual agreements, State, federal, and other grant applications, and monitor grant timelines.
- *(10) Prepare and maintain depreciation schedules and monitor fixed assets.
- (11) Serve as liaison for the public account auditors for the schools' internal accounts.
- (12) Serve as liaison for State and federal auditors for FTE, finance program compliance, and Office of the Auditor General's annual review.
- (13) Assist in monitoring and reviewing capital outlay projects.
- (14) Assist in the preparation of special projects or reports.
- *(15) Supervise assigned personnel, and make recommendations for appropriate employment action.
- *(16) Prepare all required reports and maintain all appropriate records.
- (17) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(18) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 7

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Salary Index 0.9192 of the Administrative Salary Schedule

DOE Job Code 75023

Board Approved 9/27/2016

Revised Board Approval 04/11/2017