

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Non-Instructional Non-Bargaining

JOB DESCRIPTION

Financial Accounting Analyst

Department: Finance Services

Job Code: TBD

FLSA: Exempt Non-Exempt

Salary Schedule: 80N

Reports To: Manager Accounting

Work Days: 245 Days

Board Approved Date: July 2, 2013

Work Hours: 7.5 hours a day

JOB GOAL: Responsible for performing advanced, specialized, complex duties in one or more areas of financial operations, including accounting, budget, accounts payable, and/or payroll; providing general support services for the department; and providing technical and procedural expertise for all district personnel.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

Accounting

1. Assist in the fiscal operation of the District in accordance with established principles and procedures, including assisting with development, maintenance, and documentation of fiscal procedures and audit controls and developing schedules and reports as needed by internal stakeholders and external agencies
2. Assist with planning and organizing accounting activities, including assigning priorities and deadlines, coordinating workflow to meet deadlines, and coordinating training of personnel
3. Provide guidance to support staff, and assist employees performing bookkeeping activities by resolving finance related issues and ensuring established policies and procedures are followed consistently throughout the District
4. Provide guidance on the preparation of monthly, quarterly and annual reports
5. Analyze and balance the general ledger accounts monthly and annually
6. Assist with the preparation of the annual district budget and financial statements
7. Reconcile computer records and bank statements
8. Prepare and/or post journal entries for account balancing
9. Analyze Charter School financial statements and review applications for compliance
10. Act in a lead capacity and review work of and provide training to clerical staff.
11. May assist with evaluation of personnel and making recommendations of employment
12. Provide backup to the department where needed
13. Perform other duties as assigned

Budget

1. Assist in the fiscal operation of the District in accordance with established principles and procedures, including assisting with development, maintenance, and documentation of fiscal procedures and audit controls and developing schedules and reports as needed by internal stakeholders and external agencies
2. Assist with planning and organizing budget activities, including assigning priorities and deadlines, coordinating workflow to meet deadlines, and coordinating training of personnel
3. Provide guidance to support staff, and assist employees performing budget activities by resolving finance related issues and ensuring established policies and procedures are followed consistently throughout the District
4. Compile and monitor district budget, ensuring all items are properly coded; and analyze budget documents to identify discrepancies and ensure compliance with related policies and procedures
5. Prepare journal entries for required budget adjustments and amendments
6. Develop and monitor progress on budget timelines for annual budget process
7. Maintain projects and special accounts
8. Develop and maintain the District chart of accounts
9. Develop and produce budget materials for use by the District, schools and public
10. Act in a lead capacity and review work of and provide training to clerical staff
11. May assist with evaluation of personnel and making recommendations of employment
12. Provide backup to the department where needed
13. Perform other duties as assigned

Accounts Payable

1. Assist in the fiscal operation of the District in accordance with established principles and procedures, including assisting with development, maintenance, and documentation of fiscal procedures and audit controls and developing schedules and reports as needed by internal stakeholders and external agencies.
2. Assist with planning and organizing activities related to accounts payable, including assigning priorities and deadlines, coordinating workflow to meet deadlines, and coordinating training of personnel

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3. Provide guidance to support staff, and assist employees performing accounts payable activities by resolving finance related issues and ensuring established policies and procedures are followed consistently throughout the District
4. Review, monitor and audit invoices and related purchase orders and contracts for accuracy
5. Process invoices and ensure disbursements by payment types for timely payment to vendors
6. Monitor follow up on unpaid invoices for resolving issues
7. Maintain, update and submit information on 1099 vendors
8. Act in a lead capacity and review work of and provide training to clerical staff.
9. May assist with evaluation of personnel and making recommendations of employment
10. Provide backup to the department where needed
11. Perform other duties as assigned

Payroll

1. Assist in the fiscal operation of the District in accordance with established principles and procedures, including assisting with development, maintenance, and documentation of fiscal procedures and audit controls and developing schedules and reports as needed by internal stakeholders and external agencies.
2. Assist with planning and organizing activities related to payroll, including assigning priorities and deadlines, coordinating workflow to meet deadlines, and coordinating training of personnel to facilitate the timely delivery of payroll in an efficient manner
3. Provide guidance to support staff, and assist employees performing payroll activities by resolving payroll related issues and ensuring established policies and procedures are followed consistently throughout the District
4. Perform payroll accounting functions, including generating and interpreting critical payroll reports, verifying accuracy of reports and related payroll data, researching discrepancies, determining appropriate payroll resolutions, and maintaining knowledge of all federal, state, and local tax laws to ensure compliance
5. Maintain, update and submit monthly reports as required by outside agencies
6. Assist with planning activities to meet department timelines for producing scheduled payrolls
7. Assist with preparing and submitting W-2 forms for all employees
8. Act in a lead capacity and review work of and provide training to clerical staff.
9. May assist with evaluation of personnel and making recommendations of employment
10. Provide backup to the department where needed
11. Perform other duties as assigned

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of financial procedures, policies, and regulations
- Advanced knowledge of spreadsheets (Excel) and other financial software programs
- Ability to effectively deliver training
- Ability to communicate effectively, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's Degree in accounting, finance, business administration or related field
- Three or more years of demonstrated experience in accounting, auditing or related financial activities

PREFERRED QUALIFICATIONS:

- Government accounting experience and/or knowledge of governmental financial procedures, policies, and regulations
- Experience coordinating day-to-day activities of staff

SUPERVISORY RESPONSIBILITY: none

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

"X"

X	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
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Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
Medium Work	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 constantly to move objects.
Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
O	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
S	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
S	Bending	Lowering the body forward from the waist.
S	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
S	Kneeling	Bending legs at knee to come to a rest on knee or knees.
S	Crouching	Bending the body downward and forward by bending leg and spine.
S	Crawling	Moving about on hands and knees or hands and feet
S	Twisting	Moving body from the waist using a turning motion.
F	Reaching	Extending hand(s) and arm(s) in any direction
O	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to 10 pounds of force
O	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 10 pounds of force.
O	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
O	Grasping	Applying pressure to an object with the fingers and palm.
S	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

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(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

'X'

Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
X Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
Respirator	The worker is required to wear a respirator.
None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
Other	

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc. May be required to drive a vehicle to various school sites on occasion.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.