



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Accounting Clerk II – Facilities Planning and Construction		Board Approved: 05/07/96 Rev. 06/19/18; Eff. 07/01/18
Position Level: 8 – 10 May be assigned as: 10-month, 11-month, or 12-month	FLSA Status: Non-Exempt	Job Code:

GENERAL DESCRIPTION

This is an experienced accounting position requiring an in-depth knowledge of bookkeeping, accounting, data entry, budgeting, fund control and detailed reporting. This position will compile, maintain and verify diverse statistical and fiscal construction records and accounts. This individual has an understanding of the inter-relationship between data processing reports and the overall accounting system. There is a large degree of responsibility involved relying on the individual's ability and experience.

KEY RESPONSIBILITIES

- To coordinate and maintain detailed accounting for all construction projects. Reconcile monthly project accounts with Finance Department.
- To process purchase orders, warehouse requisitions, work orders, etc. for Facilities Planning and Construction.
- To prepare invoices for payment.
- To maintain records of expenditures to accounts.
- To prepare budget amendments.
- To assist in other accounting and bookkeeping functions as needed.
- To attend monthly bookkeeper meetings.
- To conduct routine pre and post audits by examining, analyzing, verifying invoices, vouchers, recording fund accounts and invoices.
- To prepare account related material for agenda.
- To assist in the investigation and correction of any accuracy problems in the monthly construction reports.
- To initiate and process purchase orders for change orders after board approval.
- To create folders and file for the accounting system.
- To answer vendor questions as appropriate.
- To gather information from various sources for use by others in answering correspondence or preparing reports.
- To perform other work-related duties as assigned by supervisor.

CLASS SPECIFICATION

Position Title: Accounting Clerk II – Facilities Planning and Construction	Job Code:	Position Level: 8-10
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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	High School Diploma or GED required.
<i>Work Experience:</i>	Minimum of one (1) year related experience, and/or Education Equivalency.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present on an “as needed” basis to establish general objectives to identify potential resources for assistance. Independent judgement is required to select and apply the most appropriate of available guidelines and procedures to achieve desired results.
<i>Communications:</i>	Requires regular internal and external contact to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department’s annual expenditures, and or revenues.
<i>Job-Related Knowledge and Skills:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical area. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures or forms as necessary. May work with software applications. Typing Test (35wpm)
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

- 8- Entry level requirements and enrollment/action form.
- 9- Completion of 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor’s recommendation.
- 10- Completion of an additional 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor’s recommendation.