



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Accounting Clerk II – K-12		Board Approved: Rev. 06/19/18; Eff. 07/01/18
Position Level: 8 – 10 May be assigned as: 12-months	FLSA Status: Non-Exempt	Job Code:

GENERAL DESCRIPTION

This is a specialized clerical work involving application of accounting principles in the maintenance of federal and state grants.

KEY RESPONSIBILITIES

1. Maintain the following budgets: Instructional Services K-12 Dept., textbook funds, Eisenhower Grant, Drug Free Schools Grant, Conflict Resolution Grant, Field Trip Funds, (on mainframe); Bandmasters Fund, Choral Account, O.A.C.T., History Fair, and Science Fair (Internal accounts). Tasks include:
 - a) Conduct routing pre-audits and post-audits by examining, analyzing invoices, bills, and vouchers, records, funds, accounts, and inventory.
 - b) Prepare invoices for payment.
 - c) Prepare various budget reports for schools and teachers utilizing spreadsheet software.
 - d) Prepare budget amendments.
 - e) To prepare: purchase orders and type or input them into the computer, work orders, warehouse requisitions, IMC work requests, etc.
 - f) To communicate with vendors regarding Purchase Orders.
 - g) To audit and process Travel Authorizations and Vouchers.
 - h) To assist in other accounting and bookkeeping functions as needed.
2. Audit textbook funds for the high schools and Alternative Program facilities, including:
 - a) View and approve all textbook purchase orders.
 - b) Check school textbook accounts for sufficient funds and “bleeding” of district funds.
 - c) Do budget amendments and purchase orders for Dual & Early Enrollment textbooks from District textbook funds.
 - d) Transmit communications from the DOE and Florida School Book Depository (FSBD) to administrators and bookkeepers.
 - e) Order materials for schools and departments from DOE and FSBD.
 - f) Assist bookkeepers with questions regarding textbook purchases and adoptions.
3. To perform other work-related duties as assigned by Supervisor, including:
 - a) Perform as back-up for department secretary.
 - b) Assist at various curriculum fairs.
 - c) Monitor salary reimbursement for ROTC personnel.

CLASS SPECIFICATION

Position Title: Accounting Clerk II K-12	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.