



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Accountant II		Board Approved: 05/07/96 Rev. 06/19/18; Eff. 07/01/18
Position Level: 15 - 17 May be assigned as: 12-month	FLSA Status: Non-Exempt	Job Code:

GENERAL DESCRIPTION

This is a degreed accounting position at the district level which provides planning and implementation of a program for monitoring departmental and school records. The position requires overall knowledge of bookkeeping, accounting and auditing.

KEY RESPONSIBILITIES

To compile audits of various activity funds in accordance with State Regulations, Board Policies and accepted audit procedures.

To instruct school personnel in the proper procedures and use of forms in accounting for activity funds, and assist in the adjustment of "problems" as needed.

To assist in the development and implementation of forms and procedures to be used in activity funds accounting.

To assist in compiling statistical data involving activity funds or budgetary funds when requested.

To be responsible for processing all budget amendments through the revenue journal and general journal.

To control batch input to Data Processing and balance output reports to insure an orderly, correct, and timely processing system.

To reconcile distribute aid reports to general ledger accounts on a monthly basis.

To prepare accounting entries required for capital leases.

To assist in the preparation of the district's annual financial report.

To assign check numbers for all check issuance requests and maintain control of unused checks.

To assist in development and control of the capital projects fund budget including state cash requests and encumbrance authorizations.

To review monthly internal accounts reports from schools for accuracy and timelessness, maintain them on file, and notify department heads of inaccurate delinquent reports.

To perform other work-related duties as assigned by Supervisor.

CLASS SPECIFICATION

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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Bachelor's Degree in Accounting or Business Administration.
<i>Work Experience:</i>	One (1) year of experience, preferably in a business area (Related college education may be substituted for experience on a year-for-year basis.)
<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 and to identify potential resources for assistance. Independent judgement is required to select and apply the most appropriate procedures to achieve desired results.
<i>Communications:</i>	Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or gathering factual information.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis (e.g., lead worker).
<i>Planning:</i>	One to Three Months: Plan events that are expected to occur in the next one to three months or on a quarterly basis.
<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.
<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.

- 15 Entry level requirements and enrollment/action form.
- 16 One year in the position and completion of 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor's recommendation.
- 17 Two years in the position and completion of an additional 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor's recommendation.