

JOB DESCRIPTION

TITLE FINANCIAL SERVICES ACCOUNTANT

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Accounting, Business or related field from a four-year college or university; or five years related experience in finance and/or budget preparation which provides the required knowledge, skills and abilities for this position. Proficiency in the design and use of spreadsheet applications and ability to use standard software packages is desired. Basic computer skills required (i.e., ability to use email).
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public. Ability to work with different offices and departments in a collaborative fashion.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and trend analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close

vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Accounting Manager

GENERAL RESPONSIBILITIES

1. Accounts for revenues and expenditures for all District funds by properly recording and classifying financial data.
2. Assists in planning and implementing the actions/activities of the district/area/school staff from different offices/departments working in a collaborative fashion, drawing on diverse skills and strategies. Provides periodic financial data to assist grant managers in effective utilization of grant funds.
3. Reviews and analyzes data in accordance with generally accepted governmental accounting standards. Provides guidance and advice as needed.
4. Coordinates annual reporting requirements such as Annual Financial Report, Annual Cost Report, Annual Budget or Periodic Grant Reports.

SPECIFIC RESPONSIBILITIES

1. Prepares the District Indirect Cost Allocation Plan and monitors and reports on Medicaid Outreach Administrative Program for the District.
2. Monitors Grant Activity including in-kind matching requirements and prepares required reports. Submits monthly financial reports to the grant managers, as well as the State of Florida, when required by the terms of the grant.
3. Provides monthly accounting and/or budget reports to principals and departments and provides guidance and training to principals, directors and staff regarding the use of District financial data.
4. Monitors and reports on all grants and Federal and State Financial Assistance. Maintains an accurate schedule of all financial award letters to include start date, end date, final report due date and responsible party. Balances federal cash advances with State Department of Education documentation.
5. Reports and monitors Federal Emergency Management Agency (FEMA) activity and assistance.
6. Assists with banking and cash management.

7. Assists external auditors with financial reviews.
8. Assists with preparation of Annual Financial Report, Cost Report or Annual Budget.
9. Prepares periodic reports, trend analysis and other statistical data.
10. Performs other duties as assigned.