

**SCHOOL DISTRICT OF ALACHUA COUNTY****ACCOUNTANT, JUNIOR****JOB DESCRIPTION**

**FLSA:** Non-Exempt      **BARGAINING UNIT ELIGIBILITY:** Yes  
**PAY** 25      **SALARY SCHEDULE:** Education Support Professionals  
**GRADE:**

**QUALIFICATIONS:**

- (1) High School Diploma or GED.
- (2) Course work in bookkeeping or basic accounting.
- (3) Minimum of one (1) year experience in the bookkeeping/accounting field.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of general accounting principles. Knowledge of applicable laws, rules, policies and procedures. Ability to operate a computer and use software to perform job requirements. Knowledge of the school district policies and procedures. Ability to communicate effectively both orally and in writing. Ability to organize and prioritize. Ability to establish and maintain effective working relationships with District and school personnel. Ability to work independently. Ability to meet deadlines with time constraints.

**REPORTS TO:**

Work-Site Supervisor

**JOB GOAL**

To assist in preparing financial records and reports in a timely and accurate manner.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Complete routine accounting tasks in assigned functional area.
- \*(2) Process and pay invoices.
- \*(3) Prepare journal vouchers.
- \*(4) Reconcile bank statements.
- \*(5) Use a variety computer applications to support the District accounting system.
- \*(6) Communicate with schools, departments, and vendors.
- \*(7) Assist auditors.
- \*(8) Prepare reports as requested.
- \*(9) Serve on school/district committees as required or appropriate.
- \*(10) Adhere to applicable safety standards.
- \*(11) Attend all staff meetings and workshops.
- \*(12) Assist with maintaining a clean and orderly environment.
- \*(13) Be knowledgeable of and adhere to Board policies and departmental procedures.

## ACCOUNTANT, JUNIOR (Continued)

- \*(14) Communicate effectively with vendors, the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \*(15) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \*(16) Demonstrate initiative in the performance of assigned responsibilities.
- \*(17) Demonstrate support for the school district and its goals and priorities.
- \*(18) Exhibit interpersonal skills to work as an effective team member.
- \*(19) Follow attendance, punctuality and proper dress rules.
- \*(20) Maintain confidentiality regarding school/workplace matters.
- \*(21) Maintain expertise in assigned area.
- \*(22) Manage time efficiently.
- \*(23) Model and maintain high ethical standards.
- \*(24) Participate in cross-training activities as required.
- \*(25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(26) Prepare all required reports and maintain updated and accurate records.
- \*(27) Respond to inquiries and concerns in a timely manner.
- \*(28) Represent the District in a positive and professional manner.
- (29) Perform other duties as assigned.
- \*(30) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### Job Description Addendum No. 05

Adopted 8/2/11