

**SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA**

**ACCOUNTANT, CHIEF -- FINANCE**

**JOB DESCRIPTION**

**JOB CODE:** 750313      **BARGAINING UNIT ELIGIBILITY:** No  
**FLSA:** Exempt      **PAY GRADE:** 31  
**SALARY SCHEDULE:** Professional/Technical

**QUALIFICATIONS:**

- (1) Bachelors degree from an approved accredited educational institution with a major in accounting or governmental administration.
- (2) Minimum of five (5) years experience in governmental accounting.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of the principles and practices of accounting and the ability to apply such knowledge to work situations. Considerable knowledge of laws, rules and regulations regarding all phases of governmental accounting. Ability to analyze accounting and systems problems and to take or recommend corrective action. Ability to maintain effective working relationships.

**REPORTS TO:**

Director -- Finance

**JOB GOAL**

To provide effective professional accounting oversight in the maintenance of all accounting records for the District.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Maintain or supervise the maintenance of subsidiary accounting records, journals and general ledgers for each fund in the District.
- \*(2) Manage receipts, disbursements and cash flow, and the analysis of funds.
- \*(3) Invoice other agencies as appropriate.
- \*(4) Assist in the preparation of the district's annual report and budget documents.
- \*(5) Monitor compliance with internal control policies and procedures.
- \*(6) Analyze and reconcile various general ledger accounts.
- \*(7) Provide assistance to auditors including the completion of various schedules and reconciliations.
- \*(8) Analyze and record all property tax revenue receipts.
- \*(9) Provide assistance and supervision of the general, food service, and capital outlay accounting functions.
- \*(10) Prepare a wide variety of journal entries for district funds.

## ACCOUNTANT, CHIEF -- FINANCE (Continued)

- \*(11) Account for and reconcile the district's fixed assets including land, buildings, improvements, and equipment.
- \*(12) Monitor interfund receivables and payables.
- \*(13) Serve as a resource to schools and departments.
- \*(14) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \*(15) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \*(16) Be knowledgeable of and adhere to Board Policies.
- \*(17) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- \*(18) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \*(19) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- \*(20) Monitor district compliance with applicable codes, rules and statutes.
- \*(21) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- \*(22) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- \*(23) Attend meetings and conferences to promote professional growth and benefit the District.
- \*(24) Maintain expertise in assigned area to fulfill project goals and objectives.
- \*(25) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- \*(26) Develop appropriate Board agenda items pertaining to areas of responsibility.
- \*(27) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- \*(28) Respond to inquiries and concerns in a timely manner.
- \*(29) Model and maintain high ethical standards.
- \*(30) Adhere to applicable safety standards.
- \*(31) Follow attendance, punctuality and proper dress rules.
- \*(32) Maintain confidentiality regarding school/workplace matters.
- \*(33) Serve on school/district committees as required or appropriate.
- \*(34) Perform other duties as assigned.

*\*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.

**ACCOUNTANT, CHIEF -- FINANCE (Continued)**

**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. 5**

Adopted: 7/20/10

Revised: 9/12/18 (Superintendent)

Revised: 6/18/19