

# Leon County Public Schools Classification Specification

Salary Grade 33

## Summary Information:

**Classification Title:** School Financial Accountant I      **Date Prepared:** 04/2003  
**FLSA Status:** Non-Exempt

## Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

## Activity Identification

### Activity Name

022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
608	Leave Records	Maintain leave records. Monitor and record leave accrual for employees. Prepare required reports.
032	Time Records	Maintain time records.
330A	Payroll Reports	Complete payroll reports for salaried staff, temporary and hourly workers, and teachers. Remit to Payroll Department for processing.
325	Budget Document Review	Verify coding information on budget submission documents. Check for accuracy.
334	Accounts Payable	Review invoices for accuracy. Match invoices with packing slips and purchase orders. Enter codes for accounting system. Coordinate with department that initiated the purchase. Answer vendor inquiries about payment.
339	Reimbursement Requests	Prepare requests for reimbursement on state, federally funded, or other programs
341	Cash Receipts	Receive cash payments. Balance and close cash drawers or registers.
346	Accounting - Student Activity Funds	Account for student activity funds.
348	Accounting - Other	Account for other funds and programs.
351	Banking	Prepare and make deposits.

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**Activity Name (Cont.)**

353	Account Reconciliation	Balance bank statements.
358	Inventory - Accounting	Maintain inventory records.
999	Assigned Duties	Perform other duties as assigned.

**General Classification Specification Factors:**

<b>Education/Experience:</b>	Vocational training (720 hours) with three years related experience; or High School diploma or equivalent with four years related experience.
<b>Supervisory Responsibility:</b>	No
<b>Type of Supervision:</b>	N/A

Effective Date: 7/1/2003

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### Skill Identification

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Developing Multi-year Strategic and/or Operational Plans</li> <li>• Developing Annual Budgets</li> <li>• Policy Development</li> <li>• Controlling Expenses</li> <li>• Coordinating Resources</li> <li>• Decision making</li> <li>• Delegation</li> <li>• Individual/group leadership</li> <li>• Interpersonal (working with groups)</li> <li>• Knowledge of Business/organizational systems</li> <li>• Negotiating and/or persuading others to take action</li> <li>• Promoting safety</li> <li>• Supervising, coaching and developing employees</li> </ul>		

Office Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Checking grammar/punctuation</li> <li>• Filing</li> <li>• Perceiving detail in checking information/forms</li> <li>• Reading comprehension (high school level)</li> <li>• Operating word processing software</li> <li>• Operating a computer terminal for data entry</li> <li>• Operating automated spreadsheet software</li> <li>• Scheduling appointments and/or travel</li> <li>• Taking and distributing messages</li> <li>• Taking dictation and meeting minutes</li> <li>• General mathematical - adding, subtracting, multiplying, etc.</li> </ul>		

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Accounting/finance</li> <li>• Advanced math - algebra, statistics, geometry</li> <li>• Architecture</li> <li>• Bookkeeping</li> <li>• Computer operations</li> <li>• Computer programming</li> <li>• Contract interpretation</li> <li>• Craft skills (electrical, etc.)</li> <li>• Drawing-figures/drafting</li> <li>• Engineering</li> <li>• Graphic arts</li> <li>• Landscaping</li> <li>• Good Judgment</li> <li>• Work standards</li> </ul>		

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• Integrity		
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### Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Oral communication--exchanging or expressing ideas by means of the spoken word</li> <li>• Presentations--transmitting information in a formal setting</li> <li>• Foreign communication--using a language other than English to communicate in writing or orally</li> <li>• Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc.</li> <li>• Editing written documents for content</li> <li>• Reading comprehension - understanding technical or scientific blueprints and charts</li> <li>• Public speaking</li> </ul>		

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> <li>• Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching</li> <li>• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder</li> <li>• Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms</li> <li>• Color - Match or discriminate colors</li> <li>• Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)</li> <li>• Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips</li> <li>• Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)</li> <li>• Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound</li> <li>• Lifting - raising or lowering an object from one level to another (includes upward pulling)</li> <li>• Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)</li> <li>• Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions)</li> <li>• Reaching - extending the hands and arms in any direction</li> <li>• Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people</li> <li>• Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight</li> </ul>		