

Leon County Public Schools Classification Specification

Salary Grade 27

Summary Information:

Classification Title: Accountant

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

343	Accounting - General	Account for general operating and capital funds. Maintain the general ledger.
348	Accounting - Other	Account for other funds and programs.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
045	Report Preparation (Non-board)	Prepare required reports. This does <u>not</u> include reports for the Board.
322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
355	Accounts Receivable	Bill or request payment for rent and other district-related receivable.
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 request for reimbursement on state, federally funded, or other programs.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience:	B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or Vocational training (720 hours) with six years related experience; or High School diploma or equivalent with seven years related experience
Supervisory Responsibility:	None
Type of Supervision:	N/A