

Leon County Public Schools

Classification Specification

Salary Grade 26

Summary Information:

Classification Title: Senior Accountant **Date Prepared:** 04/2003
FLSA Status: 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

| | | |
|-----|----------------------------|--|
| 350 | Investments | Invest idle funds of the school district. Manage and allocate proceeds from pooled investment funds. |
| 324 | Financial Analysis | Analysis of revenues, expenditures, activity costs, and other financial information outside of budgeting tasks. |
| 344 | Accounting - Federal | Account for federal projects. |
| 343 | Accounting - General | Account for general operating and capital funds. Maintain the general ledger. |
| 320 | Budget Preparation | Conduct all tasks related to the preparation of the annual operating or capital budget for schools, departments, or the district. May include meeting with the Finance Committee, Superintendent, or School Board. |
| 348 | Accounting - Other | Account for other funds and programs. |
| 335 | Payment Issuance | Prepare checks. Initiate payment in the accounting system. |
| 356 | Annual Financial Reporting | Prepare Comprehensive Annual Financial Report. |
| 094 | Grant/Program Reporting | Prepare status and/or final reports for funding agencies. |
| 325 | Budget Document Review | Verify coding information on budget submission documents. Check for accuracy. |
| 339 | Reimbursement Requests | Prepare request for reimbursement on state, federally funded, or other programs. |
| 355 | Accounts Receivable | Bill or request payment for rent and other district-related receivable. |
| 342 | Bookkeeping | Compile journal voucher entries, etc. Does <u>not</u> include departmental record keeping such as cost records. |
| 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. |

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Activity Name (Cont.)

| | | |
|-----|--------------------|---|
| 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. |

General Classification Specification Factors:

| | |
|------------------------------------|--|
| Education/Experience: | B.A. Degree or B.S. Degree with six years related experience; or A.A. Degree with eight of years related experience; or High School diploma or equivalent with ten years related experience. |
| Supervisory Responsibility: | None |
| Type of Supervision: | N/A |

Effective Date: 7/1/2003

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Skill Identification

| Managerial/Supervisory Skills | Important | Not Important |
|--|------------------|----------------------|
| • Developing Multi-year Strategic and/or Operational Plans | X | X |
| • Developing Annual Budgets | | X |
| • Policy Development | | X |
| • Controlling Expenses | | X |
| • Coordinating Resources | | X |
| • Decision making | X | X |
| • Delegation | | X |
| • Individual/group leadership | | X |
| • Interpersonal (working with groups) | X | X |
| • Knowledge of Business/organizational systems | | X |
| • Negotiating and/or persuading others to take action | X | X |
| • Promoting safety | | X |
| • Supervising, coaching and developing employees | | X |

| Office Skills | Important | Not Important |
|---|------------------|----------------------|
| • Checking grammar/punctuation | | X |
| • Filing | X | |
| • Perceiving detail in checking information/forms | X | |
| • Reading comprehension (high school level) | X | |

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| • Operating word processing software | X | |
| • Operating a computer terminal for data entry | X | |
| • Operating automated spreadsheet software | X | |
| • Scheduling appointments and/or travel | | X |
| • Taking and distributing messages | | X |
| • Taking dictation and meeting minutes | | X |
| • General mathematical - adding, subtracting, multiplying, etc. | X | |

| Professional and Technical Skills | Important | Not Important |
|---|-----------|---------------|
| • Accounting/finance | X | |
| • Advanced math - algebra, statistics, geometry | | X |
| • Architecture | | X |
| • Bookkeeping | X | |
| • Computer operations | X | |
| • Computer programming | | X |
| • Contract interpretation | | X |
| • Craft skills (electrical, etc.) | | X |
| • Drawing-figures/drafting | | X |
| • Engineering | | X |
| • Graphic arts | | X |
| • Landscaping | | X |
| • Good Judgment | X | |
| • Work standards | X | |
| • Integrity | X | |

Skill Identification (cont.)

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

| Physical Demands | Important | Not Important |
|---|-----------|---------------|
| • Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching | | X |
| • Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder | | X |
| • Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms | | X |
| • Color - Match or discriminate colors | | X |

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| • Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) | X | X |
| • 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 | X | X |
| • Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) | X | X |
| • Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound | X | X |
| • Lifting - raising or lowering an object from one level to another (includes upward pulling) | | X |
| • Pulling - exerting force upon an object so that the object moves toward the force (includes jerking) | | X |
| • Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions) | | X |
| • Reaching - extending the hands and arms in any direction | X | X |
| • Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people | | |
| • Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight | X | |