

Leon County Public Schools Classification Specification

Salary Grade 30

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:

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

Effective Date: 7/1/2003