

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT, FINANCE

QUALIFICATIONS:

- (1) Master's Degree in business administration, accounting, or related field.
- (2) Minimum of five (5) years experience in business management, accounting, or educational administration.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of financial management, budgeting, accounting, and auditing related to a governmental entity. Thorough knowledge of principles, methods and practices of accounting and payroll processing. Knowledge of modern business management practices, accounting systems, and payroll processing. Knowledge of the use of computer technology including the use of accounting software, word processing and spreadsheets. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to prepare financial reports. Skill in supervising employees. Ability to organize and manage work load.

REPORTS TO:

Chief Financial Officer

JOB GOAL

To assist the management and maintenance of all accounting records and payrolls for the school system.

SUPERVISES:

Payroll Clerk
Assistant Payroll Clerk
Account Clerk

PERFORMANCE RESPONSIBILITIES:

- * (1) Prepare the annual financial report for the District for submission to the District School Board of Putnam County and the Department of Education.
- * (2) Prepare monthly reconciliation of DOE cash advance distributive aid report for the District's federal funds.
- * (3) Coordinate and manage the function of paying for supplies, materials, equipment and services, including payroll.
- * (4) Provide financial services, including, but not limited to, budgetary accounting and financial reporting.
- * (5) Supervise electronic data entry of all accounting information.
- * (6) Assume responsibility for posting and balancing monthly financial accounting transactions for the District.
- * (7) Assist in the preparation of the annual District budget.
- * (8) Prepare monthly financial statements for the District School Board.
- * (9) Prepare daily deposits for all county funds.
- (10) Assist in preparation of monthly bank reconciliations for District funds.
- (11) Prepare monthly and quarterly financial reports, as required by the District School Board.
- (12) Assist school secretaries / bookkeepers with internal account policies, procedures and preparation for annual audit.
- (13) Assist the accounting firm contracted with to provide internal auditing services. Provide assistance in follow-up activities from internal account audit report, as needed.
- (14) Assist with accounts payable, as needed.
- (15) Provide financial data to the District's negotiator for collective bargaining activities.
- (16) Serve as a member or alternate member of the Board's negotiating team.
- * (17) Administer the functions of financial services, including financial accounting, budgeting accounts payable, financial reporting, payroll, purchasing and cash receipts.
- * (18) Provide technical assistance to schools and departments in preparing and maintaining budgets.
- * (19) Function as the budget control officer.
- * (20) Coordinate and manage the accounting function, assuring that the District derives maximum benefit through the judicious management of all school funds.
- (21) Manage the District's investment programs.
- * (22) Prepare or assist in the preparation of financial reports as required by State and federal agencies having jurisdiction over public school funds.

ADMINISTRATIVE ASSISTANT, FINANCE (Continued)

- (23) Prepare or assist in the preparation of monthly financial reports.
- (24) Assist in the preparation of grant applications.
- (25) Provide assistance with financial planning for the District.
- (26) Assist in administering agreements resulting from collective bargaining.
- (27) Advise and make recommendations to the Chief Financial Officer on financial matters.
- (28) Assist in the development of administrative guidelines for financial services.
- (29) Assist in the development of policies related to financial services.
- *(30) Supervise assigned personnel, conduct annual performance appraisals and recommend appropriate personnel action.
- (31) Prepares the departmental Annual Comprehensive Educational Plan and Budget.
- (32) Assist state and federal auditors in procuring any information necessary to audit the financial records for the District.
- (33) Perform the accounting functions for all capital projects including contract documentation, posting of entries to project spreadsheets for payment of contractor invoices and change orders, retainage payable, and asset valuation.
- (34) Provides Director of Maintenance/Facilities with up-to-date budget reports and other information for capital projects.
- (35) Prepares the section of the annual financial report that relates to capital projects.
- (36) Prepares and submits monthly State of Florida Office of Educational Funding (OEF 442) reports, request for encumbrances for State funding, cash disbursements from the OEF.
- (37) Prepares the purchasing/distribution and capital projects budget for each school year.
- (38) Prepares depreciation schedules for the annual financial report on the NEFEC fixed assets.
- (39) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 6

SALARY LOCATOR: Support Personnel Salary Schedule 3