



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Senior Analyst, Accountant
FLSA Status: Exempt
Salary Grade, if non-union: SG19
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform professional accounting duties in the business and finance operations of the school district.

Essential Functions of this Job

Assists in the coordination and operation of accounting activities. Assists in preparing reports and analyses including the annual financial report. Assists in preparing bank deposits. Analyzes and codes journal vouchers, and account adjustments for updating accounting records. Helps maintain record of all budget funds on deposit. Maintains the telephone accounting interface. Helps coordinate the use of procurement cards for the district, as well as, maintain the accounting for the cards. Uses the current district Enterprise Resource Planning (ERP) program. Analyzes and helps maintain the account receivables of the district. Obtains information by means of the Internet to expedite many of the aforementioned duties. Works with Director, Financial Reporting regarding the investment program of the school district. Analyzes daily cash needs of the district and initiates cash transfers as needed. Prepares weekly cash reports for use by management in determining investment needs.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of accounting and expenditure control systems and procedures. Interest in school finance laws, regulations, and policies. Knowledge of modern office management practices and Enterprise Resource Planning (ERP) packages including proficiency with Microsoft Office Products, especially

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spreadsheet applications. Ability to prepare complete and accurate accounting reports and statements of considerable complexity. Ability to analyze and evaluate accounting problems. Ability to establish and maintain effective working relationships with school administrators, banking officials, and the public. Ability to express oneself well, orally, and in writing. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's degree in Accounting; considerable experience in professional accounting required. CPA preferred.

Work Context:

Requires sitting, standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams.

Physical Environment:

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.

Local Code: 5007
EEO5: 44
Approval Date: 2004-06-08
Date Last Revised: 2014-11-19

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.