



JOB DESCRIPTION – Fiscal Assistant / Property Manager

JOB GOAL:

To provide efficient and timely accounting services in finance, specifically property/accounts payable, to the District. Deliver customer service to district and school employees while observing all fiscal procedures and audit controls.

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of two (2) years of experience in bookkeeping.
3. Must be able to type fifty-five (55) correct words per a minute and operate a calculator.
4. Expertise in data entry and working with computers is desirable.
5. Must provide written references upon the request of the Superintendent.

REPORTS TO:

Director of Finance

SUPERVISES:

N/A

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to plan, organize, and analyze.
2. Ability to utilize technology (computer and software).
3. Ability to read and interpret State Board rules, School Board policy, and appropriate state and federal statutes.
4. Possess knowledge of general accounting principles and cash control standards.
5. Effective oral and written communication skills.
6. Possess good mathematical skills.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Assist the Director of Finance in developing annual budget, enter budget data into finance accounting system, monitor balances against expenditures, prepare required amendments for approval, and entering data into accounting system during the year.
2. Approve requisitions, match disbursements against budgets and verify account code compliance, enter encumbrances into accounting system, maintain open purchase orders and match against invoices for goods and services received, liquidate purchase orders and enter voucher data into accounting system and general accounts payable checks.
3. Maintain finance accounting system general ledger and subsidiary revenue and expenditure ledgers by running monthly updates following input of purchase orders and voucher data.
4. Assist the Director of Finance in compiling fiscal year-end accounting data for annual financial report, assist in preparing closing journal entries at year-end and entering it into accounting system, and set-up and run accounting system close-out jobs after year-end.
5. Assist Administrators in preparation of federal and state grant project budgets, enter the budget data into accounting system, monitor budgets and prepare/submit project vendor expenditure reports and FA399s monthly.

Effective 7/1/22

6. Provide technical assistance in bookkeeping / accounting matters to school and District staff.
7. Type manual checks as requested by the Director of Finance.
8. Maintain fixed asset accounting system, including assignment of property numbers, entry into accounting system, property inventory, and monthly reconciliation of property subsidiary to expenditure reports.
9. Input employee information into the staff database.
10. Prepare reimbursements for grant expenditures.
11. Prepare check to the Florida Department of Education for teacher certification.
12. Set up new vendors in the Skyward System.
13. Sign in/out receipt books, deposit books, and credit cards as need by employees.
14. Request, complete, and submit Fuel Report Reimbursement to the Florida Department of Revenue.
15. Assist Finance Director with audit findings and respond to auditor questions in a timely manner.
16. Requests reimbursements from other governmental agencies as required.

Inter/Intra Agency Communication Delivery

17. Provide positive communication to co-workers/staff members.
18. Serve as a resource to schools and departments in your areas of responsibility.
19. Serve as a liaison with other agencies, as required.
20. Perform other routine office duties, as required (compose/send correspondence, answer phones, etc.).

Employee Qualities/Responsibilities

21. Maintain confidentiality regarding materials related to assignments.
22. Participate in workshops and trainings sessions, as required.
23. Maintain a safe and secure work area.
24. Model and maintain high ethical standards.

System Support

26. Ensure that district policies and governmental regulations are followed.
27. Assist the investigation of errors and complaints.
28. Assist in the training of other personnel and providing back-up assistance, as needed.
29. Assist Directors with required reports, as needed.
30. Perform other incidental tasks consistent with the goals and objectives of this position.

OTHER DUTIES & RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Consistently maintain regular punctual attendance and timely completion of assigned duties; work assigned contract and extended days; use of personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporates, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Medium Work: Exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force as needed.
2. Maybe heavy work depending on the particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects

ENVIRONMENTAL DEMANDS

1. Possible exposure to a variety of childhood and adult illnesses.
2. Possible occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Possible exposure to buildings in which a variety of chemicals are used for cleaning, instruction, and/or operation of equipment.
5. The ability to function in a workplace that is usually moderately quiet but can be noisy at times.

TERMS OF EMPLOYMENT:

1. 12-month position
2. The salary and benefits shall be paid consistent with the district's approved compensation plan.
3. Extended hours beyond the regular school day may be required. (Compensation according to district policy)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the District's policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Name (Print)

Supervisor's Signature

Date

SCHOOL BOARD APPROVED: April 12, 2022