



# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position Title:</b> Accountant I - General Ledger		<b>Board Approved:</b> 05/07/96 Rev. 06/19/18; Eff. 07/01/18
<b>Position Level:</b> 12-14 <b>May be assigned as:</b> 12-month	<b>FLSA Status:</b> Non-Exempt	<b>Job Code:</b>

### GENERAL DESCRIPTION

This is an experienced accounting position at the district level requiring an overall knowledge of bookkeeping, accounting and further understanding of the interrelationship between data processing output and the general ledger. There is a large degree of responsibility involved relying on the individual's ability and experience.

### KEY RESPONSIBILITIES

- To review all district receipts and prepare general ledger entries where necessary.
- To assist in reconciling the general ledger.
- To collaborate with all finance departments to obtain the desired controls and output of the total accounting system.
- To assist in school internal account audits.
- To assist in school in the preparation of the district's annual financial report.
- To enter all typed checks, expenditure credits and adjustments to the expenditure and appropriation file and prepare related general ledger entries.
- To be responsible for reconciling all district checking and investment accounts.
- To make general ledger adjustments for worker's compensation payments and communicate required adjustments to other finance department personnel.
- To perform other work-related duties as assigned by Supervisor.

**CLASS SPECIFICATION**

<b>Position Title:</b> Accountant I – General Ledger	<b>Job Code:</b>	<b>Position Level:</b> 12-14
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<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	Bachelor’s Degree in Accounting or High School Diploma or equivalent, plus one (1) post-high school accounting course.
<i>Work Experience:</i>	One (1) year of responsible bookkeeping experience with Bachelor’s Degree, or five (5) years bookkeeping/accounting experience with High School Diploma, or equivalent. Additional related experience may be substituted on a year for year basis for education, provided at least one (1) post-high school accounting course has been completed.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on a regular basis. Desired results are clearly defined, however, some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communications:</i>	Requires regular contact within the department and occasional contacts with other departments, outside agencies the general public, supplying or gathering factual information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Planning:</i>	One to Four Weeks: Plan events that are expected to occur from one to four weeks or on a monthly basis.
<i>Job-Related Knowledge and Skills:</i>	Intermediate Skills: Has knowledge of office or operational procedures. Performs basic typing/word processing, bookkeeping, checking or charts or records and posting of information to a database/spreadsheet, following instructions.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

- 12 Entry level requirements and enrollment/action form.
- 13 Completion of 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor’s recommendation.
- 14 Completion of an additional 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor’s recommendation.