

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6002
Pay Grade: D11

FLSA: Non-Exempt

STAFF ACCOUNTANT

MAJOR FUNCTION:

Performs specialized accounting work in the maintenance, review and conducting of internal audits in areas such as capital assets, bank and bond reconciliations, unclaimed checks and/or financial transactions involving employee benefits. Work involves research, analysis and the application of accounting theory and practice. Work is performed with considerable independence and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Review financial documents for accuracy and authenticity.
- Analyzes, classifies and records financial transactions.
- Analyzes accounts for accuracy and compliance with Federal, State, and local regulations.
- Verifies and reconciles account balances and makes necessary correcting entries.
- Determines social security and retirement remittance amounts or amounts to be distributed from employee "flex" benefit spending accounts.
- Coordinates the submittal of social security and retirement remittances to the State or the preparation and distribution of "flex" benefits employee account statements.
- Identifies and initiates accounting procedures to meet the specialized needs of the department.
- Prepares payment analysis of workers' compensation, casualty and liability insurance and/or "flex" benefits accounts and initiates necessary adjustments.
- Prepares financial statements and reports from accounting records.
- Utilizes computer equipment for activities such as data entry/retrieval, spreadsheets, and generation of reports.
- May assist in departmental budget preparation.
- May oversee and coordinate the work of a clerical staff.
- May design financial reporting systems as necessary.
- May provide technical assistance to departmental staff on computer applications.
- Performs other related duties, as required.

MINIMUM QUALIFICATIONS:

Graduation from a junior college with an Associate's degree in Accounting or Business Administration, or two (2) years at an accredited college or university in Business Administration majoring in Accounting or Finance, plus three (3) years of experience performing most of the duties stated in the "Duties and Responsibilities" section.

Demonstrated proficiency in computer literacy.

PREFERRED

Working knowledge of Lotus 1-2-3.

ISSUED: 9/84 REW.; BOARD APPROVED: 10/24/84; REVISED: 6/87 PBL; REVISED: 5/90 PBL; BOARD APPROVED: 11/28/90; REVISED WC: 6/04 LM.

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.

STAFF ACCOUNTANT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Staff Accountant - PESPA