

Job Description

Job Title:	ACCOUNTANT-Interim		
Job ID:	105649	Full Job Description	Salary Information
Location:	Accounting Services		
Full/Part Time:	Full-Time	Fiscal Year (FY) Status 2010	
Regular/Temporary:	Regular	Salary: \$41,401.00 to \$72,599.00 per year	

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PB General All Postings Info

Salary Information

The salary range indicated on this posting is the FULL-TIME, base salary amount for the Job Code on this position. If this posting is for less than full-time, the amount will differ according to HOURS, FTE, or DUTY DAYS for the job. Full-time refers to an 8 hour, 12-month position for all employees except teachers.

Applications

Changes cannot be made once an application has been submitted. An application may be withdrawn, but not deleted.

General Information

All applicants who are recommended for employment shall be required to comply with procedures designated by the Superintendent and School Board Policy 3.10 (Policies can be located at: <http://www.palmbeach.k12.fl.us/policies>) in order to be eligible to work for the District. Such procedures shall include, but not be limited to:

1. Completion of forms required by federal and state agencies and the School Board;
2. Completion of forms related to the employee benefits package; and
3. All employment categories are subject to the completion of drug testing pursuant to School Board Policy 3.96 or 3.961. Any applicant who test positive for a drug as defined in the policies will not be hired. In addition, only certain employment categories are subject to the completion of a pre-employment medical examination by, and the receipt of, a medical clearance from professionals selected by the School Board. The medical examination may consist of a physical examination and/or testing for potentially impairing, disabling, communicable and terminal diseases or conditions including, but not limited to, tuberculosis and other pulmonary diseases, carcinoma, acquired immune deficiency syndrome, diabetes, hypertension, anemia, cardiovascular diseases, muscular skeletal diseases or disorders, hearing and visual impairments, mental or nervous disorders, alcoholism, and drug abuse.
4. All applicants must submit three (3) references on the School District Employment Reference form (PBSD 0606).
5. Non-Instructional Applicants applying for some clerical positions will be required to take a Keyboarding Test. The applicants for those positions will have to meet the Word per Minute (WPM) requirement for the given position.

District Responsibilities

Follows policies:

Follows adopted policies and procedures in accordance with School Board priorities.

Conduct:

Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.

Other Duties:

Performs other duties as assigned.

Furnish Records

Permission is hereby given to any agency of the government of the United States and/or any other agency, person, firm or corporation holding records considered confidential to furnish the Department of School Police and/or the Division of Human Resources of the School District of Palm Beach County all information desired involving me in any way, upon request. Such records, I understand, may include reasons for termination of employment, reasons for discharge from military services, criminal history, on-the-job performance, educational records, or any other personal information which may not otherwise be obtained without prior agreement. Included in this grant of authority is my permission to former employers.

EEO Statement

The School District of Palm Beach County abides by the laws and regulations of the federal and state governments prohibiting discrimination; supports actively and fully equal opportunity policies, programs and plans for its employees. Also, the School District actively encourages qualified applicants of all ethnic groups and both sexes to seek available employment opportunities with the School District of Palm Beach County. The District does not discriminate against any employee or applicant because of such individual's race, ethnicity, color, religion, sex, national origin, age, disability, parental status, or marital status.

Handicapped applicants shall be considered for employment if they are qualified and meet the safety and performance requirements of the position.

Veteran's Preference

In order to receive Veteran's Preference in employment, applicants must complete a claim form and provide documentation to demonstrate eligibility. A copy of the claim form and documentation of service should be taken to an interview and attached to your profile. Before attaching the form and documentation of service, scan and save the documents with the title of Veterans Preference. Attach the Veterans Preference document to your profile under the resume attachments.

Claim forms are available from our office upon request and at <http://www.palmbeach.k12.fl.us/Records/PDF/1288.pdf>.

Authority:

1001.41(i)&(2); 1001.42(25); 1012.23(1), F.S.

Implemented:

1001.42(5); 1001.43(11), F.S.

History:

New: 6/02/76; Revised: 6/16/87; 7/22/87; 6/16/06;7/1/09

PB Interim Guidelines

Notice to applicants regarding this position: An interim employee may be discharged prior to the close of the interim employment period upon three (3) days written notice. Interim employees are not eligible for reappointment or transfer. Benefits terminate on the last day of the month of employment and are not continued over the summer even if you are rehired for another position for the next school year.

Interim substitute teachers have no contractual rights and are not eligible for reappointment.

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JOB CODE: 30020**TITLE: ACCOUNTANT****QUALIFICATIONS:**

1. Bachelor's degree in accounting or related field; CPA preferred.
2. Thorough knowledge of the principles and practices of accounting.
3. Demonstrated ability to design and compile statistical reports, forms and records.
4. Firsthand experience with microcomputer spreadsheets and mainframe accounting systems.
5. Knowledge of the organization and administration of internal control systems.
6. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
7. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:**Essential Functions:**

1. Maintains journals, general ledgers and subsidiary ledgers for the processing of financial transactions.
2. Assists accounting managers in maintaining the District's financial records and in preparing annual and interim financial statements.
3. Assists in the review of District accounting policies and procedures, and recommends changes as necessary to achieve the objectives of consistent application and fair presentation of accounting reports and financial statements.
4. Assists in the evaluation of internal control systems with respect to accounting policies and procedures.
5. Prepares financial analyses to assist in the preparation of financial statements and to disclose the financial impact of significant District operating programs.
6. Examines the financial records of a school or department to ensure proper accounting treatment of transactions and compliance with accounting policies and procedures.
7. Assists in resolving accounting and reporting problems which occur due to changes in operating conditions.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 04/80
 Revised: 12/97
 Bargaining Unit: M
 Salary Level: 16
 Responsible To: Manager/Director

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.