

# SCHOOL DISTRICT OF MARION COUNTY

## JOB CLASSIFICATION DESCRIPTION

**LEVEL/POSITION:** ACCOUNTANT I

**4.01**

**AREA(S):** FINANCE

### **DISTINGUISHING CHARACTERISTICS OF WORK:**

This is accounting work in reviewing district accounting records. Duties involve responsibility for proper maintenance of the assigned accounting activities. An employee in this position engages in the maintenance of financial records, fiscal transactions and may assist in the preparation of budgets or financial reports. This employee is expected to exercise considerable initiative and independence of judgment in developing and carrying out work assignments. Work is reviewed through audits, evaluation of statements and reports, and through effectiveness of results achieved. An employee in this position reports to and is supervised by the assigned administrator.

### **EXAMPLES OF WORK PERFORMED:**

**NOTE:** These examples are intended only as illustrations of the various types of work performed in a position allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Examines records to ensure proper recording of transactions and compliance with applicable laws and regulations.
- Advises assigned administrator of accounting issues and other financial matters.
- Creates spreadsheets to assist with accounting functions.
- Reviews deposits and/or accounting transactions and completes journal entries as needed.
- Files appropriate financial documentation with governing agencies.
- Assists in the preparation of various financial documents and reports.
- Performs related duties as assigned.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Verbal and written communication skills. Must have the ability to access, input and retrieve information from the computer. May be required to push, pull, climb, crawl or lift 25+ pounds.

### **MINIMUM TRAINING AND EXPERIENCE:**

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting, or Finance.

Non-Instructional Management Salary Schedule - 35

Board Approved: 12/83

Revised: 1/13/04; 8/9/05

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