

# Notice of Vacancy

The ***Putnam County School District*** has an opening for ***Accountant – Finance*** (75030). This position requires a Master's Degree in Business Administration, Accounting, or related field. It also requires that the candidate meet the requirements of the Florida State Board of Accountancy for taking the Certified Public Accountant's examination. Experience can take the place of these qualifications.

To apply, please request an administrative application package from our Human Resources Department (386-329-0547) and submit that along with a letter of intent, resume showing work history, references, and transcript to:

Rhonda Odom, CFO  
Putnam County School District  
200 S. 7<sup>th</sup> St.  
Palatka, FL 32177

The deadline for submitting your application packet is January 21, 2009. A copy of the job description is attached.

***Salary Range for Support Personnel Salary Schedule 3: \$38,243 - \$82,234; Hire range expected to be mid-range.***

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Monthly salaried position

Monday – Friday, 7:45 – 4:30 with a 45 minute lunch

Summers: 4 day work week, Monday – Thursday, 7:00 – 5:00 with a 30 minute lunch

13 paid holidays

12 sick days per year (6 of which can be used as personal leave)

12 days of vacation per year (15 days after 5 years of service; 18 days after 10 years of service)

Florida retirement paid

Life insurance paid to match salary, up to \$50,000

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RE: Putnam County

19 schools; 1 charter school

Fiscal agent for NEFEC (North East Florida Educational Consortium)

FTE ~ 11,000 students

Close to Jacksonville, Orange Park, St. Augustine, Ocala and Gainesville

For more information, call Rhonda Odom @ 386-329-0513 or e-mail

[rodom@putnamschools.org](mailto:rodom@putnamschools.org)

[www.putnamschools.org](http://www.putnamschools.org)

## SCHOOL DISTRICT OF PUTNAM COUNTY JOB DESCRIPTION

### ACCOUNTANT, FINANCE 75030

**QUALIFICATIONS:**

- (1) Master's Degree in business administration, accounting, or related field from an accredited educational institution.
- (2) Meet requirements of the Florida State Board of Accountancy for taking the Certified Public Accountant's examination.
- (3) Minimum of five (5) years experience in business management, accounting, or educational administration can take the place of qualification #1 & 2.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of financial management, budgeting, accounting, and auditing related to a governmental entity. Thorough knowledge of principles, methods and practices of accounting. Knowledge of modern business management practices, and accounting systems. Knowledge of the use of computer technology including the use of accounting software, word processing and spreadsheets. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to prepare financial reports. Ability to organize and manage work load.

**REPORTS TO:**

Chief Financial Officer

<b>JOB GOAL</b>
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To ensure accurate and efficient financial accounting to support the District's mission.
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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Prepare the annual financial report for the District for submission to the District School Board of Putnam County and the Department of Education.
- \* (2) Prepare monthly reconciliation of DOE cash advance distributive aid report for the District's federal funds.
- \* (3) Provide financial services, including, but not limited to, budgetary accounting and financial reporting.
- \* (4) Assume responsibility for posting and balancing monthly financial accounting transactions for the District.
- \* (5) Assist in the preparation of the annual District budget.
- \* (6) Prepare monthly financial statements for the District School Board.
- \* (7) Prepare daily deposits for all county funds.
- (8) Assist in preparation of monthly bank reconciliations for District funds.
- (9) Prepare monthly and quarterly financial reports, as required by the District School Board.
- (10) Assist school secretaries / bookkeepers with internal account policies, procedures and preparation for annual audit.
- (11) Assist the accounting firm contracted with to provide internal auditing services. Provide assistance in follow-up activities from internal account audit report, as needed.
- (12) Assist with accounts payable, as needed.
- (13) Provide financial data to the District's negotiator for collective bargaining activities.
- \* (14) Provide technical assistance to schools and departments in preparing and maintaining budgets.
- \* (15) Function as the budget control officer.
- \* (16) Coordinate and manage the accounting function, assuring that the District derives maximum benefit through the judicious management of all school funds.
- (17) Manage the District's investment programs.
- \* (18) Prepare or assist in the preparation of financial reports as required by State and federal agencies having jurisdiction over public school funds.
- (19) Prepare or assist in the preparation of monthly financial reports.

- (20) Assist in the preparation of grant applications.
- (21) Provide assistance with financial planning for the District.
- (22) Assist in administering agreements resulting from collective bargaining.
- (23) Advise and make recommendations to the Chief Financial Officer on financial matters.
- (24) Assist in the development of administrative guidelines for financial services.
- (25) Assist in the development of policies related to financial services.
- (26) Assist state and federal auditors in procuring any information necessary to audit the financial records for the District.
- (27) Perform the accounting functions for all capital projects including contract documentation, posting of entries to project spreadsheets for payment of contractor invoices and change orders, retainage payable, and asset valuation.
- (28) Provides Director of Maintenance/Facilities with up-to-date budget reports and other information for capital projects.
- (29) Prepares the section of the annual financial report that relates to capital projects.
- (30) Prepares and submits monthly State of Florida Office of Educational Funding (OEF 442) reports, request for encumbrances for State funding, cash disbursements from the OEF.
- (31) Prepares the purchasing/distribution and capital projects budget for each school year.
- (32) Prepares depreciation schedules for the annual financial report on the NEFEC fixed assets.
- (33) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 6**

**SALARY LOCATOR: Support Personnel Salary Schedule 3**