



**Job Title:** School Finance Specialist

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Educational Support – 16

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to perform routine and moderately complex accounting support tasks to manage funds collected from various school budgets, programs, and donations, e.g., athletic events, special programs, special projects, and student activities.

## **ESSENTIAL JOB FUNCTIONS**

- Performs routine and moderately complex financial duties to manage funds for various school programs, events, and student activities, e.g., receiving, collecting, verifying, posting, distributing.
- Reviews and verifies accuracy of cash disbursement documentation ensuring the integrity of expenditure records and fiscal activities.
- Maintains, updates, and reconciles various logs, reports, ledgers, files, databases, and spreadsheets.
- Performs audit and reconciliation tasks for invoices, requisitions, purchases orders, and bank deposit slips to ensure accuracy of records maintenance.
- Prepares various statistical data, calculations and financial reports as directed.
- Maintains purchasing cards inventory, distribution, and records, e.g., transaction coding, audits, monitors usage, files receipts.
- Collects money, prepares bank deposits, and records maintenance activities.
- Reviews all requests for purchases to ensure compliance with budgetary parameters and school policy.
- Obtains all pertinent information from staff members for the completion of various School District forms to ensure appropriate extra work/overtime compensation.
- Examines and verifies comprehensive and accurate checkbook record entries; Executes stop payment of checks; Initiates retrieval of funds paid in error.
- Assists with compiling all pertinent information during a School District financial audit.
- Informs appropriate department or personnel of purchasing or accounting discrepancies; Assists in reconciliation tasks.
- Assists in the office and in classrooms, when needed.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma, GED, or equivalent; Vocational training with major coursework in Accounting, Finance, or closely related field.
- Two (2) years of experience in fiscal or accounting support work.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of principles and practices of general governmental or fiscal and budget management.
- Requires the ability to display knowledge of budgetary practices and terminology.
- Requires the ability to display knowledge of codes and regulations related to the work.
- Requires the ability to display knowledge of computer applications related to the work.
- Requires the ability to display knowledge of financial record keeping and bookkeeping practices and techniques.
- Requires the ability to display knowledge of standard office practices and procedures, including filing and the operation of standard office equipment.
- Requires the ability to display knowledge of basic practices of reviewing financial documents for completeness and accuracy.
- Requires the ability to perform routine to moderately complex mathematical computations and tabulations accurately and efficiently.
- Requires the ability to perform and analyze routine to moderately complex accounting work and financial analysis.
- Requires the ability to recognize and report deviations through audit programs.
- Requires the ability to review financial documents for completeness and accuracy.
- Requires the ability to compile and review budget figures.
- Requires the ability to interpret, apply, and explain applicable laws, codes, and regulations.
- Requires the ability to maintain accurate financial records and preparing accurate and timely reports.
- Requires the ability to make accurate mathematical calculations.
- Requires the ability to understand and follow oral and written directions.
- Requires the ability to plan, direct, and review the work of others on a project or day-to-day basis.

**PHYSICAL DEMANDS**

While performing the essential functions of this job the employee is regularly required to work in a typical office setting, use standard office equipment, read printed materials and a computer screen, and communicate in person or over the telephone. Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, fingering, hearing, mental acuity, reaching, repetitive motion, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**