

# SCHOOL DISTRICT OF CITRUS COUNTY JOB DESCRIPTION

## SENIOR ACCOUNTANT, ACCOUNTS PAYABLE

### QUALIFICATIONS:

- (1) High School Diploma and two (2) years post secondary education in accounting or business methods preferred.
- (2) Five (5) years accounting experience in governmental or medium-size business.
- (3) Successful completion of additional accounting as deemed necessary.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of and the ability to use word processing, spreadsheet and e-mail computer programs. Ability to perform routine accounting tasks and mathematical computations. Ability to understand and follow oral and written communications. Have a basic knowledge of accounting principles.

### REPORTS TO:

Director of Finance

### JOB GOAL

To analyze and perform accounting transactions and prepare required accounting reports in assigned functional area.

### SUPERVISES:

Assigned Staff

### PERFORMANCE RESPONSIBILITIES:

- (1) Review all processed batch work from Accounts Payable for accuracy and compliance with applicable procedures.\*
- (2) Reconcile processed batch work from Accounts Payable and Payroll, and coordinate processing of check run with Information Services in accordance with established payment schedules.\*
- (3) Review costing, run daily and monthly uploads, and process monthly payment of purchasing card activity.\*
- (4) Perform periodic reconciliation of encumbrance transactions to ensure accuracy of accumulated data.\*
- (5) Perform edit and post for each payroll run.\*
- (6) Provide data regarding cash requirements to appropriate staff, and prepare and post journal entries to post payments.\*
- (7) Perform necessary year end procedures to balance and prepare journal entries for all account payables.\*
- (8) Review, input and post manual checks, general ledger and revenue journal entries.\*
- (9) Assist the internal auditor with the processing of 1099 forms.\*
- (10) Communicate with staff, cost centers and vendors as needed.\*
- (11) Prepare and distribute teacher lead packets and checks.\*
- (12) Monitor aged purchase orders.\*
- (13) Keep supervisor informed of activities in area of assignment.\*
- (14) Prepare and follow established schedules and procedures for processing financial transactions.\*
- (15) Keep abreast of current regulations and procedures in areas of assignment.\*
- (16) Review requisitions for correct cost strips.\*
- (17) Provide assistance in the processing of invoices.\*
- (18) Perform job responsibilities with sustained focus and attention to detail for extended periods of time.\*
- (19) 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.

**SENIOR ACCOUNTANT, ACCOUNTS PAYABLE (Continued):**

**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 3**  
**BOARD APPROVED 3/10/98**  
**REVISED 2/27/18**