

**SCHOOL DISTRICT OF OKALOOSA COUNTY
OKALOOSA COUNTY FLORIDA**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Accounting Specialist
Reports To: Program Director of Career and Technical Education
Supervises: Grant Writer and Service Contract Employees

Minimum Eligibility Requirements:

- (1) Associates Degree from an accredited educational institution.
- (2) Microsoft Certified Application Specialist Office Excel 2007.
- (3) Five (5) years administrative experience related to budgets and accounting procedures, including data entry and extensive use of electronic spread sheets.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

Language Skills:

- (1) Ability to effectively record complex information and/or data to a variety of spreadsheets using technology.
- (2) Ability to read, analyze and interpret regulations such as state laws, federal laws and School Board policies related to Career and Technical Education.
- (3) Ability to use Business English, spelling, punctuation, compose letters and memoranda, and grant writing.
- (4) Ability to effectively present information/data to school board employees and public.

Mathematical Skills:

Ability to work with mathematical concepts and formulas; accounting, budgets, and grant expenditures.

Reasoning Abilities:

- (1) Possess critical thinking skills to analyze and manage complex electronic spreadsheets.
- (2) Ability to report to Principals and Department heads on issues related to CHOICE institutes and Career and Technical Education.
- (3) Ability to make decisions in accordance with rules

Other Skills:

Knowledge of Microsoft Excel, Power Point, Word and Outlook; general accounting; grant applications and conformance to grant requirements; overall function and operation of the department assigned; extensive knowledge of electronic spreadsheets and analysis; and perform data entry duties.

Physical Demands:

- (1) While performing the duties of this job, the employee is regularly required to sit, walk, stand, talk and hear.
- (2) Special vision abilities include close and distance vision.

Work Environment:

The work environment is usually quiet.

Job Goal:

To assist schools, the district, the Specialist and the Program Director of Career and Technical Education with all activities within the Career and Technical Education parameters. Analyze and prepare complex accounting spreadsheets relating to department budgets, federal and state grants, career and technical education expenditures, and state funded C.A.P.E. certification dollars.

Essential Duties and Responsibilities:

1. Analyze grant awards providing detail spreadsheets by school – by program and verify funding strips allocated on each grant to the school district financial budget.
2. Provide monthly budget information concerning department budgets and grant budgets allocated to Career and Technical Education including detailed expenditure information by school – by program.
3. Provide financial analysis regarding each academy using current FEFP, UFTE, FTE district formulas, classroom “seat” information, teacher salary schedules and overhead estimates.
4. Provide year to year comparisons for all programs including, but not limited to charts and graphs highlighting enrollment, costs, additional C.A.P.E. funding, and “Value Added” on earned industry certifications and college credit.
5. Record expenditures for student testing related to industry certifications by school by academy/institute provided to finance at year-end for DOE reporting.
6. Gather all student certification testing results for every program from all CHOICE Institute instructors. Compare to the FLDOE Industry Certification Funding list and determine qualified, funded certifications by student – by grade to report to MIS through data entry on AS400.
7. Enter all certification information, including certifications not on the FLDOE Industry Certification Funding list and report to MIS for the Scholarship/Value Added report presented to the Superintendent.
8. Create other complex analysis spreadsheets as requested by Career & Technical Education Director and/or CHOICE Specialist.
9. Prepare purchase orders for all CHOICE department expenditures, NWF Ballet Academy, all Secondary and Post Secondary Perkins expenditures for all high schools, middle schools, and adult education programs and any other grants associated with the above programs.
10. VISA purchases for all above programs within Purchasing VISA guidelines as well as maintaining records, reconciling monthly statements, and preparing “Budget Amendments” and “Transfers of Expenditure”.
11. Responsible for preparation and data entry of all “Budget Amendments” and “Transfers of Expenditure” related to the above purchase orders and VISA expenditures for CHOICE, NWF Ballet Academy, and any grants associated with those programs.
12. Assist in the preparation of the Five-Year Strategic Plan for Career and Technical Education including creating charts and graphs, layout and editing.
13. Responsible for data entry and record maintenance for leave requests and preparation of department/school payrolls.
14. Assist all high school and middle school career and technical education teachers with travel, training and purchases related to grant expenditures.
15. Answer questions regarding the budgets.
16. Participate in various meetings involving Workforce Development, grant writing, teacher training, and investigation of new programs.
17. Compose correspondence as needed for the Program Director and Specialist for CHOICE.
18. Abides by all policies of the Okaloosa County School Board.
19. Performs other such duties as may be assigned by the Supervisor, Superintendent, or the School Board.

Length of Employment:

Twelve months.

Salary:

Based on the adopted salary schedule for Professional/Technical schedule pay grade 4.

Evaluation:

Annual evaluation conducted by the Program Director of Career & Technical Education in accordance with School

Board policies and state law.

Review and Agreement:

Name of Employee

Social Security Number

Supervisor

Date

cc: Incumbent
Supervisor