

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Fiscal Specialist

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Must be able to type or word process at least thirty-five (35) correct words per minute.
- (3) Must be able to file, perform data entry and maintain a filing system.
- (4) Five (5) years in a secretarial/clerical position with some financial relevance.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of office terminology, procedures and equipment. Demonstrated knowledge of business mathematics and business English. Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

REPORTS TO: Assigned Administrator

JOB GOAL

To provide accounting services in the area of finance to all District schools and departments in the most efficient and timely manner.
--

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery is specific to stated area:

Service Delivery: Finance

1. Process invoices and receiving reports for payment.
2. Enter data into finance system to maintain financial records.
3. Maintain files on outstanding purchase orders and paid invoices.
4. Maintain property records files in computer, assign numbers, prepare and distribute property records, receive disposition forms, and prepare and distribute inventory forms by location.
5. Maintain files for bids, assign numbers, and advertise and attend bid openings.
6. Maintain advertising for School Board policy additions or changes.

Service Delivery: Payroll

1. Maintain payroll pending files.
2. Enter all data required by payroll software system to process payroll records.
3. Prepare, update and maintain, in the system, new employees and changes for existing employees (address, W-4 status and exemptions, FICA, ten (10) or twelve (12) check, terminating or inactivating employees, salary and supplements, payroll deductions and advance pays, fund and accounting distribution, salary splits, birth dates, sex, EEOC group, certification, chauffeur's license, and other relative information needed for processing payroll/personnel).
4. Prepare time card entries reported on payroll reports; i.e., sick, personal, annual leave, other earnings, part-time instructional, workshops, field trips, summer pay, activity pay, leave without pay, and others.
5. Execute payroll system to completion, printing of payroll checks and all required registers and reports and interface with finance system.
6. Prepare payroll checks for distribution.
7. Prepare requests for cash necessary for net pay.
8. Maintain required printouts in binder.
9. Process payroll insurance deduction checks/checks for employees on leave of absence and COBRA participants.
10. Process payroll taxes electronically.
11. Process monthly retirement contribution summary.
12. Maintain files on payroll reports and other related recordings, including payroll deductions.
13. Prepare Form 941 (quarterly) and W-2 forms (annually).
14. Verify employment of personnel.
15. Prepare special personnel reports upon request.

Service Delivery: Food Service

1. Maintain food service records.
2. Generate automated reports, inventories, price quotations, school and district orders.
3. Assist with receipt and distribution of all food service supplies.
4. Maintain central warehouse inventories.
5. Handle compilation of delivery shortages and reordering of supplies.
6. Receive, distribute and maintain inventory of meal tickets.
7. File quarterly sales tax reports.
8. File monthly USDA rebate applications.
9. Balance food service checks against deposits and expenditures.
10. Compile weekly school commodity orders and oversee distribution from central warehouse.

Inter / Intra-agency Communication and Delivery

1. Provide for positive communication among staff.
2. Serve as a resource to schools and departments in areas of responsibility.
3. Serve as a liaison with other agencies as required.
4. Perform routine duties as required; i.e., serve as receptionist, compose and send correspondence, answer telephones, sort and distribute mail and order materials.

3-12b

Employee Qualities / Responsibilities

5. Maintain confidentiality regarding all matters related to assignments.
6. Participate in workshops and training sessions as required.
7. Maintain work area in a safe and secure manner.
8. Model and maintain high ethical standards.
9. Follow attendance and proper dress rules as required.

System Support

10. Ensure that School Board policies and governmental regulations are consistently applied to assignments.
11. Assist and/or direct the investigation of errors and complaints.
12. Assist in training other personnel providing back-up assistance as necessary.
13. Assist the Director with required reports.
14. Perform other incidental tasks consistent with the goals and objectives of the District and 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: 12 Month

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

EVALUATION: Annually by designated administrator

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

SALARY ITEM NUMBER: 48