

# MIAMI DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE Accounting Specialist

JOB CODE 4840

DEPARTMENT: As Assigned

PAY GRADE 23 (UO)

DATE 01/29/01

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### BASIC OBJECTIVES

This is highly responsible technical accounting work, reviewing, auditing, reconciling and preparing financial and programmatic reports. The work may be performed as an integral component of a general or specialized accounting function or as staff support for an operational program. May involve delegated administrative and limited supervisory responsibilities.

### JOB TASKS/RESPONSIBILITIES

1. Researches and prepares transfers between funds for bank transfers, payroll, accounts payable and interface errors; prepares journal vouchers to charge and/or credit the various funds for the proper distribution and accounting of receipts and expenditures by fund/account structure.
2. Reviews and reconciles the weekly payroll register with the payroll interface. Prepares journal vouchers to correct the rejected items noted on the interface to balance the general ledger with the payroll register.
3. Reviews, researches and balances the numerous due-to/due-from account balances between all funds; prepares journal vouchers to correct the errors so that the net balance between interfund accounts nets to zero.
4. Prepares transmittal letters for the payment of FICA, Retirement and Withholding Taxes forwarding the letters to the Chief Accountant for approval; prepares transmittal letters for the reimbursement of payroll vendor and miscellaneous accounts.
5. Assists in the preparation of work papers and schedules for the outside auditors.
6. Receives and reviews all year-end Fund 9 reconciliations; unreconciled reports are reviewed and reconciled by preparing a journal voucher to correct the General Ledger or provide school personnel with instructions for adjusting site accounting records.
7. Reviews all automatic interfaces and computer control systems comparing same to their respective cost distribution report to make sure that all charges were actually input into the General Ledger to ensure accuracy in statistical reporting requirements.
8. Receives billings from service units to the internal funds of schools and outside agencies; prepares and sends past due notices and balances the Accounts Receivable detail with the balances in the General Ledger.

9. Receives and reviews the daily Suspense File; researches suspense items and corrects the suspended items by inputting the correct structure into the system by use of CRT terminal.
10. Reconciles Florida DOE Distribute Aid Report to the General Ledger on a monthly basis and reports reconciliations yearly to State.
11. Analyzes cash flow and prepares Florida DOE Federal Cash Advance request on a quarterly basis.
12. Analyzes requests by school's program managers, cafeteria managers and other departments for necessary fund adjustments; prepares journal vouchers to record adjustments.
13. Provides daily instructions, guidance and assistance to schools, Food Service Managers, program managers and other departments concerning budgetary funds, preparation of various reports, etc.
14. Prepares expenditure reports for Federal, State and Local funding agencies.
16. Performs related work as required or as assigned.

#### **PHYSICAL REQUIREMENTS**

This is sedentary work which requires the following physical activities: bending, stooping, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

#### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Graduation from high school or an equivalent recognized certificate.
2. Completion of two years vocational/technical or college-level coursework in accounting, bookkeeping, business administration, finance or related discipline.
3. Extensive technical level clerical/accounting experience managing and maintaining complex accounting records and transactions; including some experience which has provided thorough knowledge of large on-line computer based accounting systems.

OR

Any equivalent combination of acceptable training and experience.

4. Must demonstrate competency by passing the appropriate clerical examination.