



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### JOB DESCRIPTION

<b>POSITION TITLE:</b>	Accountant V, Confidential
<b>CONTRACT YEAR:</b>	Twelve Months
<b>SALARY BAND:</b>	C
<b>BARGAINING UNIT:</b>	ESMAB

### MINIMUM QUALIFICATIONS

<b>EDUCATION:</b>	An earned bachelor's degree from an accredited institution.
<b>EXPERIENCE:</b>	Minimum of eight (8) years of experience and/or training in the field related to the title of the position.

### ADDITIONAL QUALIFICATIONS

<b>REQUIRED:</b>	A certificate in public accounting (CPA) in the state of Florida is required. Experience in public accounting, financial reporting, auditing, or governmental accounting is required. Computer skills as required for the position.
<b>PREFERRED:</b>	Preferred degree majors include accounting or related field. Bilingual skills preferred.
<b>REPORTS TO:</b>	Director
<b>SUPERVISES:</b>	Assigned employees
<b>POSITION GOAL:</b>	Analyze financial information, identify trends and compare information for accuracy and reasonableness in order to provide management with information that can be relied upon in making business decisions. Safeguard District assets by maintaining appropriate control procedures.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

#### **The Accountant V, Confidential shall:**

1. monitor financial impact from proposed legislation during the State legislative process and proposed salary increases by preparing financial impact analysis based upon changes to Florida Statutes resulting from newly adopted legislative proposals and from bargaining unit contract negotiations.
2. monitor general fund balance levels by preparing an analysis of the year-end projected fund balance.

3. assist the Director in ensuring that the District remains in compliance with external requirements and internal policies by remaining current with State/Federal regulations and policies, Governmental Accounting Standards Board (GASB) pronouncements, and State legislation issues which have a financial impact to the District.
4. supervise the maintenance of the district's general ledger for all funds.
5. assist/coordinate the quarterly and year-end closing process.
6. assist/coordinate audits performed by state auditors and/or public accounting firms.
7. conduct workshops or training programs on a district-wide basis to ensure staff is updated on new policies and procedures that improve accounting and financial reporting.
8. monitor daily cash balancing and review bank and investment reconciliations.
9. assist the Director with identifying opportunities for improvement or additions to School Board policies, and accounting and reporting policies and procedures.
10. assist in and/or coordinate the timely and accurate preparation of the Comprehensive Annual Financial Report (CAFR), the Superintendent's Annual Financial Report (SAFR), and other reports, as required, for the State, School Board, and management.
11. ensure the accuracy of financial and accounting information by performing analytical reviews, including exception report analysis, to confirm that financial information is reasonable, in compliance with the chart of accounts, accounting and reporting standards and identify unusual accounting activity.
12. apply well-established accounting principles, theories, concepts, and practices to ensure accounting and financial reporting is accurate and consistent in order to provide management with financial information that can be relied on in making business decisions.
13. identify innovative automated solutions that improve productivity and accuracy by investigating alternatives, developing project plans and managing project status.
14. advise the Director, Financial Reporting on department matters and recommend improvements or revisions by researching and recommending solutions on department, accounting, and reporting issues.
15. project future District funding requirements by preparing financial forecasts and trend analysis.
16. meet with stakeholders and present financial information and reports.
17. maintain and insure the accuracy of the District's capital asset records related to buildings, land, land improvements, construction in process, motor vehicles (including buses), computer software, audio visual and furniture, fixtures and equipment.
18. evaluate the effectiveness of the District's capital asset tracking system and make recommendations if necessary.
19. manage assigned staff to ensure compliance with accounting and reporting standards, and department deadlines and goals.
20. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
21. participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.
22. review current developments, literature and technical sources of information related to job responsibility.

23. ensure adherence to good safety procedures.
24. follow Federal and State laws, as well as School Board policies.
25. perform other duties as assigned by the Director.

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Frequently works with district based administrators at all levels to ensure the accurate accounting and reporting financial transactions; periodically works with senior management on specific accounting analysis and with representatives from the Florida Department of Education and external auditors to provide requested financial information.

**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 School Board.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 2/16/84 &  
Adopted: 3/1/84  
Revised: 3/21/85 &  
Adopted: 4/15/85  
Item G-7: 11/6/86  
Title Change: 3/19/96  
Department Realignment: 4/7/98  
Realignment: 4/13/99  
Board Adopted: 12/16/03  
Board Adopted: 10/11/05