



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Accountant IV
JOB CODE: WW-004
CLASSIFICATION: Exempt
PAY GRADE: 25
BARGAINING UNIT: BTU-TSP
REPORTS TO: CFO, Director, or designee.
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Support business decisions based on sound information by preparing accurate and timely financial schedules, regulatory reports, financial analysis, and management reports for use in management decisions and to ensure compliance with external regulations.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Accountant IV shall carry out the performance responsibilities listed below.

- Assist 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.
- Analyze financial data to assess accuracy, completeness and reasonableness of financial information.
- Prepare financial statements, and other reports in conformance with accounting, reporting and procedural standards.
- Submit required financial statements and specialized reports to management, the State and Federal Government, and the Board.
- Analyze program requirements related to specialized financial accounting areas such as food service, federal programs, capital programs, etc.
- Monitor compliance with diverse and complex regulations related to expenditure reporting and/or accounting policy.
- Monitor and prepare financial impact analysis resulting from proposed legislation or newly adopted changes to Florida Statutes.
- Improve department operations by identifying opportunities for improvement, developing project plans, supervising the project, implementing resulting changes, and monitoring results.
- Work with computer technology staff to design reports and implement report modifications.
- Supervise the work of assigned staff by proactively reviewing work progress and results on an ongoing basis to ensure accuracy, quality, timeliness, progress toward department goals, and compliance with accounting and reporting standards.
- Check accuracy of journal entries by reviewing against supporting documentation to ensure compliance with the chart of accounts, accounting and reporting standards.
- Prepare/review account reconciliation for assigned funds.
- Prepare analysis of cash balances and cash flow by utilizing management reports to determine the District's financial position.
- Assist the internal and external auditors during the performance of their audits.
- Review current developments, literature and technical sources of information related to job responsibility.
- Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to increase the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum of five (5) years of experience and/or training in the field related to the title of the position.
- Prior experience required in public accounting, financial reporting, auditing, or governmental accounting.

- Requires the skills and ability to analyze complex accounting and reporting issues and prepare comprehensive reports for external and internal uses.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Preferred degree majors in accounting or related field.
- A certificate in public accounting (CPA) is preferred.
- Bilingual skills preferred.

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

Frequently works with district administrators in the finance, food service, grants and capital projects departments to ensure the accurate accounting and reporting of financial information; periodically works 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.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Adopted: 9/6/05

Revised: 12/15/05

TALENT ACQUISITION DEPARTMENT

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(754) 321-1810

JOB VACANCY

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

POSITION TITLE: **Accountant IV** REQ ID: 13878
POSITION TYPE: Finance Division, Payroll
DATE POSTED: 09/13/2024
LOCATION: Payroll Department
CLOSING DATE: 9/30/2024
SALARY RANGE: \$73,396 - \$105,096

Minimum Qualifications & Experience

- An earned bachelor's degree from an accredited institution.
- A minimum of five (5) years of experience and/or training in the field related to the title of the position.
- Prior experience required in public accounting, financial reporting, auditing, or governmental accounting
- Requires the skills and ability to analyze complex accounting and reporting issues and prepare comprehensive reports for external and internal uses.
- Computer skills as required for the position

Be Advised: All Applications Are Subject To Florida Public Records Law.

PLEASE NOTE THAT EMAILED RESUMES WILL NOT BE ACCEPTED! YOU MUST SUBMIT AN ONLINE APPLICATION.

HOW TO APPLY:

Access Broward County Public Schools (BCPS) web-based application system (SuccessFactors) by typing or copying and pasting the following link into the browser:

Internal BCPS Employees – <https://performancemanager8.successfactors.com/sf/jobreq?jobId=13878&company=browardcou>

External Applicants - <https://careers.browardschools.com/job-invite/13878/>

Please see attached job description online for additional information.