

Santa Rosa County District Schools

Job Description

Fiscal Assistant I

Reports To: Site/Department Manager
FLSA Status: Non-Exempt
Department: **Finance** Site/Department
Prepared by: Human Resources
Date: **March 15, 2018** May 13, 2021
Job Code: 50031
Range: 13

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

Payroll

- Prepares monthly payroll reports, calculations, leave increments and balance sheets
- Verifies all employee direct deposit requests for accuracy and enters in **TERMS** Focus system
- Electronically submits direct deposit and tax transfers
- Calculates estimated monthly earnings for employees upon request
- Maintains master payroll file and updates with changes in employee insurance or other voluntary deductions
- Maintains current knowledge of personnel files containing financial information
- Receives and verifies sick bank and donated leave forms and transfers all leave balances accordingly
- Initiates all stop payments on payroll checks
- Uploads data from AESOP system into District system
- Assists employees in getting needed replacement payroll checks or replacement W-2 forms
- Assists administrators and employees with needed help in payroll matters
- Creates and maintains spreadsheets for use in monthly processing of records and/or for requested reports
- Uses word processing software and district email system for communications
- Prints and mails employee payroll checks, as needed
- Performs related duties as required or assigned
- Learns and applies Board policies and procedures relating to fiscal issues

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Accounts Payable

- Receives, sorts and verifies invoices and purchase orders
- Audits and processes invoices and purchase orders for payment
- Performs daily proofing process of all invoices entered in **TERMS Focus** system for payment
- Balances each check run and prints, sorts and mails checks
- Posts and maintains journals, ledgers and other record books
- Maintains filing system on signed purchase orders, statements and paid invoices
- Totals and balances monthly entries and posts to general ledger and control accounts
- Maintains cash receipts journals
- Maintains spreadsheet on visa card usage problems for district's incentive program
- Ensures invoice discounts are used when available
- Researches and resolves past due invoices
- Makes appropriate decisions related to vendor issues
- Initiates all stop payments on vendor checks
- Assists vendors in getting needed replacement checks
- Assists administrators and employees with needed help in accounts payable matters
- Deposits funds to proper accounts and depository daily
- Creates and maintains spreadsheets for use in monthly processing of records and/or for requested reports
- Uses word processing software and district email system for communications
- Processes vendor payment, travel and payroll benefit checks
- Performs related duties as required or assigned

Purchasing

- Assure compliance with all applicable Procurement Code rules, State Statutes and District Policies and Procedures
- Prepare and provide raw data and various reports for use by customers in their reporting function
- Consult, develop class content, train, and assist customers and potential program users through internal and external communications, workshops, seminars and conferences
- Serve as the Program Administrator for the P-Card program
- Act as key contact to existing P-Card users and vendors
- Recommend P-Card actions to managers within the Purchasing Department
- Facilitate P-Card dispute resolution with vendors
- Recommend and implement process improvements and initiate cost savings measures
- Serve as Principal Liaison with bank representatives to resolve both program and technical problems, such as adjusting card limits and software mapping
- Maintain cardholder database for use in controlling cancelled cards
- Develop/Monitor Policies and Procedures related to the P-Card Program.
- Provide a monthly audit of fuel expenditures for the recoupment of sales tax refunds, field trips,
- Other duties, responsibilities, and qualifications may be required and/or assigned as necessary

Supervision Received:

Site/Department Manager

Supervision Exercised:

NA

Minimum Qualifications & Skills:

- Graduation from high school or GED
- One-year experience in responsible position with account maintenance or general financial recordkeeping
- Experience with operation of a computer and other office equipment required. Spreadsheet experience preferred. Experience with the **TERMS system (3270) Focus system** preferred
- Experience with handling confidential employee information preferred

Preferred Qualifications & Skills:

- Operation of computer, 10 key calculator and other office equipment; Type

Physical Demands

Must be able to operate a computer or data entry device; sit for extended periods; communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid vacation, sick leave and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff