

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6698
Pay Grade: D11

FLSA: Non-Exempt

INTERNAL ACCOUNTS TECHNICIAN
REPORTS TO: Director, Auditing
SUPERVISES: Not Applicable
<p>QUALIFICATIONS: High School diploma or possession of a GED, plus four(4) years bookkeeping or accounting experience or two(2) years of college with emphasis on Accounting. Successful completion of PCSB School Bookkeeper Training Course. Demonstrated ability to schedule work, work with limited supervision, and effectively communicate with bookkeepers, principals, and other staff. Working knowledge of Manatee Accounting System (MAS) software. Knowledge of the Manual of Internal Fund Accounting.</p> <p>PREFERRED: Experience as a school bookkeeper at the high school level. Working knowledge of Microsoft Word, Excel, Outlook and PowerPoint, TERMS, PLN and DAMEWARE.</p>
MAJOR FUNCTION
The Internal Accounts Technician assists employees performing bookkeeping activities on all internal fund policies and procedures through phone, email and site based support. Provides specialized clerical training and instruction of employees performing bookkeeping activities related to all areas of internal funds.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Assists school administrators and school bookkeepers by helping to resolve internal accounts-related issues including monthly financial reports, bank reconciliations, year-end closing procedures, and accounting software-related issues to ensure management of school internal accounts are in accordance with established policy. • Instructs principals and bookkeepers in accounting procedures and School Board policies; confer with principal to suggest ways to strengthen financial management program • Provides orientation and training of new bookkeepers; and provides periodic training to bookkeepers on all internal account policies and procedures and accounting software, as appropriate, to ensure consistency in internal account procedures throughout the District • Assists with orientation for new bookkeepers and beginning and end-of-year bookkeepers' workshops • Assists in the training of new principals regarding internal account policies and procedures • Designs training materials for bookkeepers and principals • Provides bookkeeping support in emergency situations with receipting funds, processing expenditures, preparing deposits, filling in for bookkeepers as needed • Collects data for annual required bank reports • Assists in maintaining the Manual of Internal Fund Accounting including suggesting, implementing and disseminating updates as required • Creates monthly newsletters for bookkeepers and principals • Monitors school monthly internal reports for accuracy • Tracks VPK/PPK financial information from Filemaker Pro, TERMS, and Manatee for outside departments and generate related journal entries, if needed • Assists in preparing Public Depository Reporting information • Assists in the June 30 bank balance confirmations of each school • Prepares schedules and moderately complex reports as needed by internal and external departments

INTERNAL ACCOUNTS TECHNICIAN

- Assists in preparation and payment of monthly sales tax report
- Provides technical and user support for Manatee software issues
- CashPro administrator - issues passwords, certificates, technical assistance, creates new user profiles, etc. for bookkeepers with Bank of America
- Dispenses bank bags to all schools on an as needed basis
- Organizes activities and coordinate workflow to meet deadlines
- Performs other related duties as assigned

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 established by the district.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 04/29/16 CH; BOARD APPROVED: 05/17/16

INTERNAL ACCOUNTS TECHNICIAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job	X				

Internal Accounts Technician - NR