

Please Repost
September 6, 2019

HAMILTON SCHOOL BOARD
Notice of Non-Instructional Position Opening

September 6, 2019
Date

POSITION Fiscal Assistant (12 months)

SALARY RANGE \$28,550.00 - \$40,490.00

DUTIES See attached job description.

EXPERIENCE PREFERRED Five (5) years related experience

EDUCATION PREFERRED High school diploma or equivalent with business/
clerical/data training

EFFECTIVE DATE OF VACANCY September 14, 2019

DIRECTION FOR FILING APPLICATION File application at www.hamiltonfl.com
using the FastTrack on-line application system. .

DEADLINE FOR FILING APPLICATION Until Filled

INTERVIEW INFORMATION Qualified applicants will be contacted regarding
interview information. Meeting qualifications does not guarantee an interview.



Personnel Department

The Hamilton County School Board is an Equal Opportunity Employer

**In compliance with Article VII of the Agreement Between the Hamilton
County Education Association and the Hamilton County School Board.**

**Prior to recommendation for employment, the prospective employee must meet and pass
Level II Screening and Drug Testing requirements. The screening costs are the
responsibility of the prospective employee.**

**Persons with disabilities who require assistance to participate in the interview process
are requested to notify the personnel Office at (386) 792-7816 in advance so their needs
can be accommodated.**

HCS 4022 (Revised 10-93)

SCHOOL DISTRICT OF HAMILTON COUNTY

JOB DESCRIPTION

FISCAL ASSISTANT / PROJECTS AND GRANTS

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Five (5) years related experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

REPORTS TO:

Director of Business Affairs

JOB GOAL

To provide accounting services in the assigned area to all District schools and departments in the most efficient and timely manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:
Service Delivery

- * (1) Reconcile FA 399 reports.
- * (2) Apply for District federal cash advances (on-line).
- * (3) Balance DOE Distributive Aid and Cash Advance Status Report with District books.
- * (4) Check invoices, purchase orders for accuracy before accounts payable checks are mailed.
- * (5) Check keying of purchase orders after they are encumbered.
- * (6) Check and help prepare budget amendments for projects.
- * (7) Maintain capital projects ledgers / related materials.
- * (8) Prepare cost report for Annual Financial Report.
- * (9) Work with schools / departments to resolve discrepancies in budgeted amounts / expenditures.
- * (10) Review cost center reports for accuracy.
- * (11) Maintain fixed assets ledger for District.
- * (12) Key journal entries.
- * (13) Assist Director in preparing budget amendments / financial statements.
- * (14) Serve as back-up for Accounts Payable Department.
- * (15) Make mail run once per week.
- * (16) Assist in ensuring building is secure.

FISCAL ASSISTANT / PROJECTS AND GRANTS (Continued)**Inter / Intra-agency Communication and Delivery**

- *(17) Provide for positive communication among staff.
- *(18) Serve as a resource to schools and departments in areas of responsibility.
- *(19) Serve as a liaison with other agencies as required.
- *(20) Perform routine duties as required; i.e., serve as receptionist, compose and send correspondence, answer telephones, sort and distribute mail and order materials.

Employee Qualities / Responsibilities

- *(21) Maintain confidentiality regarding all matters related to assignment.
- *(22) Participate in workshops and training sessions as required.
- *(23) Maintain work area in a safe and secure manner.
- *(24) Model and maintain high ethical standards.
- *(25) Follow attendance, punctuality and proper dress rules as required.

System Support

- *(26) Ensure that School Board policies and governmental regulations are consistently applied to assignment.
- *(27) Assist and/or direct the investigation of errors and complaints.
- *(28) Assist in training other personnel providing back-up assistance as necessary.
- *(29) Assist the Director with required reports.
- (30) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District.

EVALUATION:

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

Job Description Supplement No. 05

*Essential Performance Responsibilities