

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE Revenue Specialist

JOB CODE 4911

DEPARTMENT: Treasury Management PAY GRADE: 22 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

Revenue Specialist is responsible for the cashiering functions for the districts bank accounts as well as the recording in the general ledger of all revenues received via warrants or via Electronic Funds Transfers (EFTs) from the state.

JOB TASKS/RESPONSIBILITIES

1. Maintains current listing of revenue structures, contacts other departments and schools to verify revenue structures and accesses MSAF for inquiry as to correct revenue structures to be used in the preparation of cash receipts vouchers.
2. Prepares bank deposits for all district accounts, arranges for delivery to banks, and verifies receipt of all bank deposits, as well as contacting bank personnel for any corrections needed.
3. Sorts and reviews all supporting documentation for warrants to be deposited and after determining the proper revenue structure prepares the cash receipts vouchers.
4. Researches all requests related to warrants being deposited and their recording in the proper structure.
5. Prepares journal entries for checks being returned for non-sufficient funds.
6. Researches and prepares journal entries for EFTs received from the state.
7. Reconciles at month-end the Unallocated State Revenue Structure and prepares e-mail to all locations responsible for requesting State monies providing notification of any Unallocated State Revenues at month-end.
8. Receipts all cash remitted to the District and obtains a cashier check from the Credit Union for depositing in the District Account.
9. Maintains all cash receipts vouchers and all journal vouchers prepared in the office.

10. Provides general support to the check distribution and treasury functions.
11. Performs other related duties or assignments comparable to the above.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: sitting, walking, feeling, talking, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate with course work in word processing or accounting.
2. Minimum of three years clerical accounting experience and considerable knowledge of clerical/banking practices and accounting techniques.
3. Ability to research and compile data and work with figures and reports.
4. Ability to operate micro computer programs.
5. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 11/06/82, 10/10/97