

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Maintenance Accounting Specialist

JOB CODE: 4132

DEPARTMENT: Facilities Maintenance & OPS PAY GRADE: 25 (UO)

DATE: 02/03/23

BASIC OBJECTIVES

This is responsible, advanced work which involves examining, auditing, reconciling, and processing financial and procurement documents, filing, and the creating project folders. The work is management support responsibilities at assigned Maintenance Service Center (MSC). The Maintenance Accounting Specialists exercises considerable independent judgment and initiative regarding work priorities, methods and procedures as required.

JOB TASKS/RESPONSIBILITIES

1. Examines requests initiated by MSC staff for accuracy and compliance with Miami-Dade County Public Schools established policies and procedures. Enters requisitions/shopping carts into the procurement management system. Collaborates with Procurement on processing same into purchase orders.
2. Solicits written and/or electronic quotations from competitive vendors.
3. Works closely with Procurement staff in all aspects of the procurement life cycle, from request to quotes and/or formal solicitations, stays current on all board recommendations and awards.
4. Provides quality customer service to vendors, administrators, school sites and/or other district departments.
5. Oversees Pcard program at assigned location. Responsible for the reconciliation of monthly Pcard statements. Posts Pcard charges to SAP Plant Maintenance Orders, scan and attach documents to the Order. Ensures all purchases and back-up documentation comply with established M-DCPS policies and procedures.
6. Interacts with vendor to resolve billing/invoicing issues.
7. Reviews, investigates, and reconciles open purchase orders for accuracy.
8. Prepares Journal Vouchers to charge and/or credit the various funds for the proper distribution and accounting of receipts and expenditures by fund/account structure.

9. Provides daily instructions, guidance, and assistance to MSC staff, administrators, schools, and District offices concerning invoicing issues and preparation of required documents needed to procure items/service.
10. Analyzes budgets and informs administrator of deficiencies in budget.
11. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, hearing, and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Completion of two (2) years of vocational/technical or college level course work in business administration, bookkeeping, accounting, finance, or related field preferred.
3. Experience managing and maintaining accounting records or transactions.
4. Experience operating various software packages, including MS Word, MS PowerPoint, MS Excel, etc.
5. Demonstrated ability to communicate effectively in both oral and written forms.