

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Accounting Technician - Special Revenue Funds

JOB CODE: 4886

DEPARTMENT: Contracted Programs -
Office of the Controller

PAY GRADE: 24 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

This is highly responsible specialized technical accounting work, reviewing, auditing, reconciling and preparing financial reports to be submitted to various funding agencies and internal programmatic users. The work is performed as an integral component of the general and specialized accounting function resulting in staff support for grant operations. Involves delegated administrative responsibilities. Position requires considerable communications in advising and assisting the users of the department's services.

JOB TASKS/RESPONSIBILITIES

1. Provides advice and technical assistance to Grants Administration personnel, project managers, school site personnel to insure the effective management and accounting for federal, state and local grants in Contracted Programs.
2. Assists program managers and Grants Administration to develop and implement accounting and report procedures and practices as required by the Project Application and Amendment Procedures for federal, state and local program administered by the Florida Department of Education.
3. Provides advice and technical assistance to program managers, Grants Administration, and funding agencies concerning the status of budgeted funds, and understanding of various financial reports.
4. Prepare FA-399, FA-400 and performance based reports on the Florida Department of Education's on line disbursement system.
5. Submits on line reporting of expenditures, reimbursements and cash advance through electronic transfer of funds through the use of the Internet.
6. Communicates with Florida Department of Education to resolve discrepancies and problem in reporting of expenditures.
7. Serves as a liaison with federal and state auditors providing information regarding the expenditures of grants being monitored by their office; provides information regarding the operations, policies, and administrative practices and procedures of Contracted Programs.
8. Assists the Coordinator in the review of data for year end closing financial reports.

9. Monitors changes in accounting and reporting requirements informing project managers of actual and anticipated problems and difficulties. Provides answers to their written and oral inquiries concerning grant operations.
10. Researches and prepares transfers between funds for bank transfers, payroll, accounts payable and interface errors; prepares journal vouchers to charge and/or credit the various funds for the proper distribution; reviews the accounting of receipts and expenditures by fund/account structure.
11. Reconciles the final report with the General Ledger for each Federal through State grant submitted to FDOE and transfers over-expenses to other programs; identifies transactions that were omitted; prepares journal entries to record these changes.
12. Reviews monthly FA-399 and resolves discrepancies by phone or in-office conferences with the project managers.
13. Reviews and reconciles the weekly payroll register with the payroll interface. Prepares journal vouchers to correct the rejected items noted on the interface to balance the general ledger with the payroll register.
14. Reviews, researches and balances the due-to/due-from account balances between funds; prepares journal vouchers to correct the errors so that the balance between interfund accounts nets to zero.
15. Prepares and forwards transmittal letters to the Office of the Treasurer for FICA, retirement and withholding taxes, vendor payments and payroll charges, and other miscellaneous expenses.
16. Receives and reviews the daily Suspense File; research suspense items and corrects the suspended items by inputting the correct structure into the system by use of CRT terminal.
17. Responds to inquiries regarding proper accounting and reporting procedures and assist in resolving unusual or complex problems.
18. Reconciles Florida Department of Education Distributed Aid Report to the General Ledger on a monthly basis and prepares an annual reconciliation at the end of the fiscal year.
19. Reviews and analyze requested adjustments by program managers, and Grants Administration and others; prepares journal vouchers to record adjustments.
20. Assists auditors as required, providing information regarding the operations, policies, and administrative practices and procedures of Contracted Programs.
21. Develops and utilizes personal computer applications (spreadsheets) for Contracted Programs to maintain and manage accounting information.

22. Initiates and prepares business correspondence; assists in organizing and preparing documents for transfer to records retention.
23. Performs related work as required or assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: bending, stooping, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Completion of two years vocational/technical or college-level course work in accounting, bookkeeping, business administration, finance or related discipline and three years technical accounting experience managing comprehensive accounting records and transactions.

OR

Five years technical accounting experience managing and maintaining comprehensive accounting records and transactions of which two of those years must be in contracted programs accounting.

3. A working knowledge in computer design of financial reports.
4. Ability to communicate effectively.
5. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 05/26/00