

Please Post
April 24, 2024

HAMILTON SCHOOL BOARD Notice of Non-Instructional Position Opening

April 24, 2024
Date

POSITION Fiscal Assistant – Finance (12 months)

SALARY RANGE \$30,144.00 - \$42,324.00

DUTIES See attached job description.

EXPERIENCE PREFERRED Five (5) years of related experience

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

EFFECTIVE DATE OF VACANCY April 26, 2024

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

DEADLINE FOR FILING APPLICATION May 3, 2024

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.

Hamilton County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Name/Title: Patrick Howell, Equity Coordinator

Office Address: 5686 US Highway 129 S, Suite 1, Jasper, FL 32052

Phone Number (Voice/TDD): (386)792-7805

E-mail address: patrick.howell@hamiltonfl.com

SCHOOL DISTRICT OF HAMILTON COUNTY

JOB DESCRIPTION

FISCAL ASSISTANT / FINANCE

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) Prepare reimbursement requests for District grants.
- * (2) Key deposits and reconcile with bank statement on a monthly basis.
- * (3) Maintain property records.
- * (4) Encumber purchase orders and assign vendor numbers.
- * (5) Prepare payroll reports for District office.
- * (6) Maintain log for leave requests.
- * (7) Check accounts payable records before checks are printed on a weekly basis.
- * (8) Initiate and complete purchase orders, obtain quotes for District office forms / supplies.
- * (9) Maintain purchase orders in numerical order.
- * (10) Assist in preparation of annual financial statements (DOE).
- * (11) Type reports and miscellaneous correspondence for finance department.
- * (12) File correspondence.
- * (13) Make weekly mail run.
- * (14) Sort and prepare paychecks for distribution.
- * (15) Serve as back-up for accounts payable.
- * (16) Assist in ensuring building is secure.

Inter / Intra-agency Communication and Delivery

FISCAL ASSISTANT / FINANCE (Continued)

- *(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