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**JOB DESCRIPTION: SENIOR ACCOUNTANT**

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<b>DEPARTMENT:</b>	Financial Services	<b>REPORTS TO:</b>	Senior Accounting Manager, Financial Services
<b>JOB CLASS:</b>	Senior Accountant	<b>PAY GRADE:</b>	19
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	06/29/2017

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

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**POSITION GENERAL SUMMARY:**

The Senior Accountant is responsible for the accurate accounting and reporting of all Florida Virtual School's cost reports, projects and course development reports and schedules, including the capitalization and amortization of projects and courses, and the reporting and financial management of all federal, state, and local grants for Florida Virtual School and FLVS Foundation.

**ESSENTIAL POSITION FUNCTIONS:**

- Perform analytical procedures to verify the accuracy and completeness of financial data
- Ensure the integrity of the general ledger system, creates general ledger journal entries, and perform high level reconciliations and provides for monthly and year end close out
- Ensure the timely submittal of all reports required by the Department of Education and other agencies relating to federal, state and local grants
- Coordinate and manage grants, including budget preparation, implementation, and reporting requirements to ensure timely submission of grant applications and financial reports
- Provide budget analysis and accounting reports for federal programs including the FA399 reports
- Work closely with grant program managers to meet budget, financial, and audit requirements
- Responsible for assessing cash needs and for requesting cash disbursements on federal direct and federal through state funds
- Assist outside auditors with required annual audits of FLVS and FLVS Foundation
- Produce monthly and annual cost reports and other reports of financial activity for stakeholders; prepares high level Excel spreadsheets to assist in financial analysis
- Work closely with departments to meet financial reporting of projects and course development asset schedules
- Make recommendations to the Senior Accounting Manager and Executive Director of Financial & Treasury Services on financial accounting matters and communicates critical issues that the Chief Financial Officer, CEO, and Board of Trustees should be aware
- Maintain standard operating procedures (SOP's) and provides input as to the establishment of processes, system needs and personnel cross training
- Evaluate, audit, deduce, and/or assess data and/or information using established criteria
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education/Licensure/Certification:***

- Bachelor's degree in accounting from an accredited institution

***Experience:***

- Three years' governmental accounting experience
- Grant accounting experience, preferred
- Experience with Workday enterprise-level software, preferred
- Florida Public School District experience, preferred

***Knowledge, abilities and skills:***

- Knowledge of governmental accounting, budgeting, auditing, and financial reporting
- Ability to interpret and communicate Federal regulations, OMB's Uniform Guidance, Florida Statutes, Florida Board of Education Rules, Policy & Procedures, and Department of Education technical/budget bulletins
- Strong Microsoft Excel skills
- Strong interpersonal and organizational skills
- Ability to work with minimal supervision and meet deadlines
- Ability to review, classify, prioritize, and analyze problematic situations
- Ability to employ innovative problem solving techniques to accomplish objectives
- Ability to work with and through people to establish goals, objectives, and action plans

**CORE COMPETENCIES FOR SUCCESS:**

<p><b>COMMUNICATION SKILLS</b></p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p><b>CUSTOMER FOCUS</b></p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p><b>INTERPERSONAL SKILLS</b></p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p><b>FUNCTIONAL /TECHNICAL EXPERTISE</b></p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

**INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:**

<b>PEER RELATIONSHIPS</b> <i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i>	<b>CREATIVITY</b> <i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i>
<b>SELF KNOWLEDGE</b> <i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i>	<b>PLANNING</b> <i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i>
<b>ORGANIZING</b> <i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	<b>PROBLEM SOLVING</b> <i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i>
<b>DRIVE FOR RESULTS</b> <i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i>	

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*