



SUPERVISOR – GENERAL ACCOUNTING – BENEFITS/RISK

SUMMARY/SCOPE/GOAL

To maintain an accurate and cost-effective system for control, disbursement, and accounting for the School Board funds self-insured plan(s), which will be consistent with Federal, State, Local requirements, and general accepted accounting principles.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's Degree from an educational institution required.
- Knowledge in office procedures and methods including computer equipment and supporting applications, such as word processing, spreadsheets, databases, and standard report generation, financial billing processing and procedures.

PREFERRED/DESIRED:

- Government accounting experience preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Direct the general accounting functions of the School Board in such a manner as to conform to accepted accounting principles, the Governmental Accounting Standards Board, the rules of the State Board of Education, and any applicable Federal and State laws.
2. Assist in administering the financial, accounting, and reporting procedures of the District's self-funded plan, including coordination of the handling of all funds, long-range financial planning, including budgeting for Workers' Compensation, Property & Casualty, and other insurance.
3. Assist in maintaining reporting procedures which comply with the requirements of all State and Federal laws.
4. Supervise activities associated with self-funded plans, financial statements, fund balance projections, external audits and audit narratives, third-party administrator reconciliations and banking, self-audits such as eligibility, processing of vendor invoices, ACA processing and providing proactive suggestions to achieve cost reductions within this large organization.
5. Assist with the implementation of Benefits Products and bill set-up.
6. Prepare monthly financial statements as required by law and supervise the timely closing of self-funded plan financial accounts in preparation for the annual financial report.
7. Supervise in the maintenance of all self-funded general revenue and appropriations ledgers.

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OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Generally accepted accounting principles as they relate to self-funded insurance plan(s), Workers' Compensation, Property & Casualty, and other insurances. Knowledge of Federal and Florida laws and State Board of Education rules as they pertain to school financial systems including the areas of medical claim handling for employees. Skilled in using a computer, calculator, and spreadsheets with the ability to conceptualize and implement information technology solutions. Ability to communicate verbally and in written form to a variety of audiences, strong interpersonal communication skills. Ability to apply knowledge and skills in a collaborative setting. Knowledge of the appropriate financial management of self-funded plans.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) 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. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

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TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

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| DIVISION: | Financial Services | DEPARTMENT: | Accounting Services |
| TITLE CODE: | C2222 | CONTENT BY: | Antonio Scipio – Director, Employee Benefits |
| GRADE: | 18 | COMPENSATION: | Human Resources |
| UNIT: | NB (Exempt) | LABOR RELATIONS: | Karyle Green, Ed.D. |
| LAST BOARD APVD: | Submitting 10/25/2022 | CLASSIFICATION: | Beth Thedy, Ed.D. |
| SCHEDULE: | 8 Hrs. – 12 Mos. | | |

| REV: | DATE: | REVISION CONTROL: | INITIATED BY: |
|------|-----------|-------------------|---|
| 1.0 | 8/12/1999 | Developed | Antonio Scipio – Director, Employee Benefits |
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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.