

BEGINNING SALARY:

Based on Classification and Pay Plan for Bargaining Employees

Grade MM \$45,048.74

ALL applicants MUST apply via the BEACON system AND send cover letter and current resume to:

Jo Ann Clark, Director

Accounting Services

School Board of Brevard County

2700 Judge Fran Jamieson Way

Viera, FL 32940

Via email to: brooks.kara@brevardschools.org

or via fax to (321) 633-3534

Qualifications:

1. Bachelor's Degree in Accounting from an accredited educational institution required
2. Three years of responsible full -charge bookkeeping or accounting required
3. Valid Florida Driver License

Knowledge of principles and procedures of school accounting, purchasing and allied systems and records. Ability to use office practices, procedures, equipment and standard clerical techniques as applied to the maintenance of an accounting system involving a large number of complex transactions. Knowledge of principles and techniques applicable to the conduct of audits of schools and departments. Ability to perform detail work involving written, numeric data and to make arithmetic calculations rapidly and accurately. Ability to establish and maintain effective working relationships with other employees and the school officials contacted in the course of audit work. Knowledge of rules, laws and regulations related to budgeting and fiscal record keeping, asset accounting and school fund accounting.