



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Financial Reporting	Business Services	Chief Financial Officer

<b>Position No:</b> 75017	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD13	<b>Date Approved:</b> 1984
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 1/10/09; 12/7/17

JOB GOAL
To manage and oversee the accounting functions of the district, including the Accounts Payable Department and Grants Accountant. Also responsible for ensuring timely and accurate recording and reporting of all financial transactions, including the preparation and review of monthly trial balances, and the preparation of the District's Annual Financial Report.
MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Bachelor's Degree in Accounting, Finance or Business.</li> <li>2. Minimum of five years successful experience in accounting.</li> <li>3. Minimum of three years supervisory experience preferred.</li> <li>4. Ability to direct and manage the work of others.</li> <li>5. Ability to perform the functions of the position.</li> </ol>
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Administer the functions of financial services, including financial accounting, accounts payable, financial reporting, payroll and cash receipts.</li> <li>2. Supervise assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.</li> <li>3. Assist with the interview and selection process of new employees for Accounts Payable Department and the Accounting Staff.</li> <li>4. Assist schools/departments with resolving vendor disputes to ensure prompt and accurate payment.</li> <li>5. Monitor daily functions and work flow within Accounts Payable Department and Federal Grants.</li> <li>6. Assist in the preparation of Accounts Payable Manual to follow and train employees.</li> <li>7. Coordinate and manage the accounting function of paying for supplies, materials, and equipment.</li> <li>8. Oversee the District's P-Card program.</li> <li>9. Prepare or assist in the preparation of financial reports as required by state and federal agencies having jurisdiction over public school funds, including the Annual Financial Report.</li> <li>10. Oversee the District's Audit of the Annual Financial report.</li> <li>11. Assist with developing the business services budget.</li> <li>12. Assist the CFO in debt issuance.</li> <li>13. Advise and make recommendations to the CFO on financial matters.</li> <li>14. Prepare all required reports and maintains all appropriate records.</li> <li>15. Perform assigned tasks in a timely and efficient manner.</li> <li>16. Perform assigned tasks with a high standard of quality and attention to detail.</li> <li>17. Perform other duties as assigned by the Chief Financial Officer.</li> </ol>
PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.