

## JOB DESCRIPTION

TITLE DIRECTOR OF ACCOUNTING

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Accounting, Business or related field from a four-year college or university; three to five years upper level management experience, minimum of ten (10) years of experience in the operation of governmental accounting experience; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Basic computer skills required (i.e., ability to use email).
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.
Mathematical Skills	Ability to apply advance business and accounting concepts. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close

vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO              Executive Director of Financial Services

#### GENERAL RESPONSIBILITIES

1. Directs the activities of the Accounting Department, which includes receipts, disbursements, general ledger accounting and reporting in accordance with generally accepted accounting principles and supervises all related staff.
2. Coordinates the preparation of the Annual Financial Reports and documents for the submission to the School Board and the State of Florida.

#### SPECIFIC RESPONSIBILITIES

1. Supervises the school district general accounting activities, including financial reporting and maintaining the general ledger.
2. Supervises cash management, investment opportunities and determines daily cash needs.
3. Interacts with local tax collector and/or staff regarding distribution of property taxes.
4. Implements internal administrative procedures as required, ensuring efficient and cost effective central accounting functions.
5. Ensures that accounting reports contain accurate financial data, provides monthly reports to principals and departments and provides guidance and training to principals, directors and staff regarding use of monthly reports.
6. Assists external auditors with financial reviews.
7. Coordinates the district billing system for facility rental, insurance, transportation and fuel tax refunds.
8. Coordinates Certificates of Participation construction accounting and payment function with trust officers of the bank designated as trustee.
9. Coordinates preparation of the Cost Report.
10. Resolves vendor and other accounts payable disputes.
11. Assists the Director of Budget with the annual budget, as needed.

12. Supervises the Accounting Manager and ensures that the proper accounting procedures are followed in the Special Revenue Funds.
13. Ensures that all bank accounts are reconciled in a timely and accurate manner.
14. Performs other duties as assigned.