

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

DIRECTOR III – ACCOUNTING OPERATIONS

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution with a major in Accounting.
- (2) Certified Public Accountant (CPA) preferred.
- (3) Minimum of ten (10) years experience in accounting with five (5) years experience in School District accounting.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of generally accepted accounting principals and a basic understanding of State Board of Education (SBE) rules and state and federal laws. Ability to demonstrate administrative and technical expertise in multiple areas, including budget, finance, risk management, purchasing and investments. Ability to prepare complete and accurate reports and complex statements. Ability to use P.C. / mainframe computer software and hardware. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Assistant Superintendent - Finance and Business Services

JOB GOAL

To provide leadership in the establishment and continuous improvement of an accurate and cost-effective system for the receipt, disbursement, control, monitoring and accounting for School Board revenues, expenditures and cash investments consistent with state and federal requirements and generally accepted accounting principles.

SUPERVISES:

Professional-level Accountants
 Financial Analysts
 Accounting Support Staff
 Other Clerical Staff

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Manage routine daily operation of the District accounting operations.
- * (2) Provide oversight to ensure compliance with School Board regulations, state law and SBE regulations.
- * (3) Coordinate and assist in the development and monitoring of the annual Capital Outlay and Debt Service budgets.

DIRECTOR III – ACCOUNTING OPERATIONS (Continued)

- * (4) Develop and administer the District's accounting system for Student Activities Fund District-wide.
- * (5) Provide leadership in the development, planning and continuous improvements of departmental systems and processes.
- * (6) Evaluate, train and manage departmental employees.
- * (7) Gather information integral in completing the annual Qualified Public Depositories reports and reporting IRS Form 1099 data.
- * (8) Monitor various reports on the accounting system to assure integrity of the data contained.
- * (9) Direct the activities associated with balance sheet accounts, subsidiary ledgers and bank statements.
- *(10) Interact, apply and explain complex federal, state and local laws related to all areas of the financial system.
- *(11) Assist with evaluating and selecting appropriate mainframe financial systems.
- *(12) Provide funding advice for Capital Improvement and Debt Service Programs.
- *(13) Prepare department budget and forecast needs annually.
- *(14) Serve as District representative on various committees and task force teams designed for continuous improvement.
- *(15) Serve as District liaison for annual School District audit performed by external auditors.
- *(16) Develop and maintain procedures manuals for all areas of responsibility.
- *(17) Recommend new School Board rules and revisions.

Inter / Intra-Agency Communication and Delivery

- *(18) Maintain effective community relations and interpret financial matters to the community.
- *(19) Assist the Assistant Superintendent – Finance and Business Affairs in coordinating information and activities between the business departments.
- *(20) Advise and assist District staff members on budgets, accounting and interpretation of policies.
- *(21) Interact with external auditors concerning audit reports and compliance issues.
- *(22) Maintain a network of peers through professional organizations.
- *(23) Fulfill information requests from the Superintendent and School Board.
- *(24) Respond to concerns or inquiries in a timely and courteous manner.

Professional Growth and Improvement

- *(25) Provide technical assistance to assigned employees as needed.
- *(26) Provide cross-training of personnel within the department.
- *(27) Promote and support the professional growth of self and others.
- *(28) Attend state and regional training sessions, workshops and meetings to stay abreast of recent changes, practices and legal issues.
- *(29) Assist in development of annual goals and objectives in pursuit of continuous department improvement.

Systemic Functions

- *(30) Provide information to the administration and School Board on financial status and issues of the District.
- *(31) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(32) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(33) Design various forms to gather information to meet the needs of a wide variety of reports and requests.
- *(34) Plan and prepare agenda items for a variety of financial areas.
- *(35) Attend School Board meetings to answer questions as needed.
- (36) Perform other incidental tasks consistent with the goals and objectives of this position.

DIRECTOR III – ACCOUNTING OPERATIONS (Continued)**Leadership and Strategic Orientation**

- *(37) Provide leadership and direction for the assigned areas of responsibility.
- *(38) Utilize appropriate strategies and problem-solving tools to make sound decisions for department and District.
- *(39) Assist in implementing the District's goals and strategic commitments.
- *(40) Exercise proactive leadership in identifying potential problems and initiating steps to resolve issues.
- *(41) Use appropriate styles and methods to motivate staff and to facilitate task accomplishment.
- *(42) Facilitate problem solving by individuals or groups.

PHYSICAL REQUIREMENTS:

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 7

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002