

## **ACCOUNTING DIRECTOR**

**MAJOR FUNCTION:** Administrative and supervisory work in the area of General, Debt Service, Capital Outlays, Contracted Programs, School Food Service, and Trust and Agency. Responsible for developing and maintaining techniques and systems of accounting to insure prompt, accurate payments of invoices and efficiently record, summarizes report and analyze the results of all fiscal transactions.

### **DUTIES AND RESPONSIBILITIES:**

1. Plan, assign work, and review department operations.
2. Meet periodically with department heads to establish work standards, department objectives, and work schedules.
3. Interview and hire department administrative supervisors.
4. Evaluation of department supervisors.
5. Process daily mail and correspondence.
6. Prepare annual department supply, equipment, maintenance and personnel budgets.
7. Approve changes and revisions of chart of accounts.
8. Supervise completion of monthly and annual financial statements.
9. Coordinate activities between Data Processing Department and Finance Department.
10. Custodian of facsimile signature plate of the Chairman of the Board and Superintendent.
11. Coordinate ordering of new signature plates for Chairman of the Board and Superintendent as well as processing proper bank signature cards and resolution forms for each bank and account.
12. Maintain control of all checks signed and ordered including the check inventory.
13. Develop systems of accounting and revision of accounting forms.
14. Attend semi-monthly Business Services Division staff meetings.
15. Attend semi-annual meetings of the Michigan School Business Officials.
16. Take charge of the Business Services Division, when requested, during the Executive Assistant Superintendent's absence from the office.
17. Perform other related duties as required.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Business Administration with special course emphasis in Accounting. Experience in accounting or fiscal management

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.