

ACCOUNTING DIRECTOR

DIVISION/DEPARTMENT/OFFICE: Business Division – Accounting Department

REPORTS TO: Executive Director of Finance and Business Management

SUPERVISES: Accounting Department, Payroll Department and Child Accounting Office

BASIC FUNCTION: To plan, organize, and maintain the accounting operations of the district and to train, supervise, and direct all individuals working in positions which impact the accounting function.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Train, direct, and evaluate accounting staff. Make sure each individual is adequately instructed and properly performs respective duties.
2. Oversee and direct the computerization of the accounting records.
3. Schedule audits of the financial and pupil accounting records. Assist auditors by answering questions, providing necessary help, preparing and reconciling work papers, and maintaining accurate and complete records.
4. Prepare the annual financial reports of the district.
5. Assist in preparation of the annual budget.
6. Provide data necessary for contract negotiations.
7. Work with Manager of Accounting Services in securing investments offering the greatest return while meeting cash flow needs.
8. Make sure all monthly financial reports are generated and distributed. Review ledger for propriety of account balances. Prepare adjusting journal entries as necessary.
9. Oversee the Payroll Department and assist in carrying out its tax functions.
10. Assist Child Accounting Office Personnel when necessary. Work with the department and with all schools during the annual audit.
11. Work with outside auditors.
12. Stay current on all tax, accounting, and other financial matters which may affect the district. Ascertain the district complies with all known regulations and that the financial records are in line with modern standards of accounting.
13. Work with all departments in developing and explaining accounting procedures.
14. Represent the district's interest, with respect to accounting, by participating in appropriate professional and community organizations.
15. Assist Warehouse and Food Service operations in maintaining complete and accurate inventories. Maximize efficient use of the computer in this function.
16. All other duties as assigned by the Executive Director of Finance and Business Management.

QUALIFICATIONS: