

## **ACCOUNTING OFFICER**

**REPORTS TO:** Director of Business Operations

**DESCRIPTION:** This is a management level position relating to the financial operations of the Intermediate Unit. Skills in accounting, financial reporting, computer literacy, budgetary and internal controls are necessary in this position to assure prudent safeguarding of all public funds.

**QUALIFICATIONS:**

1. Bachelor's Degree in business administration or accounting.
2. Minimum of two (2) years experience in business administration or accounting.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**RESPONSIBILITIES:**

1. Supervise Accounts Payable staff including mid-year and annual written evaluations.
2. Coordinate the development and maintenance of the fiscal year's cash flow schedule.
3. Assist in the review of purchase requisitions for available funds; adhere to proper procedures and proper coding.
4. Coordinate the issuance of a monthly Treasurer's Report prior to the Board of School Directors' Meeting, accounting for all income and expenditures.
5. Coordinate and maintain efficiency of computer operations.
6. Assist in the accounting process for all funds.
7. Assist Program Directors with the transfer of money, both within and between budget categories.
8. Approve and audit on a periodic basis the reconciliation of all Intermediate Unit funds.
9. Coordinate the disbursement of all monies due and payable to creditors for obligations of the Intermediate Unit.