**TITLE:** Chief Accountant

**REPORTS TO:** Administrative Director of Finance and Purchasing

**GENERAL RESPONSIBILITIES:**

Assists the Administrative Director of Finance and Purchasing in the direction and supervision of all financial and insurance operations of the school system. Directly supervises the work of personnel in the Payroll, Group Insurance, Accounting, and Property Control Departments.

**PERFORMANCE RESPONSIBILITIES:**

* Aids the Administrative Director of Finance and Purchasing in the preparation of budgets and financial reports.
* Responsible for preparation of School Food Service, ADAPP, Continuing Education and Pupil Appraisal budgets.
* Manages the Worker's Compensation Program.
* Responsible for the preparation of the Minimum Foundation Report and the Comprehensive Annual Financial Report.
* Reviews requisitions and work orders for proper assignment of fund and ledger charges.
* Maintains a chart of accounts for the accounting system of the system.
* Recommends the selection of personnel for vacancies within the Finance Department.
* Prepares the Annual Statistical Report.

**QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's Degree in Accounting or Business Administration (with 27 hours in accounting) and three years of successful administrative and accounting experience with a large corporation or public entity.