

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

April 28, 2022

The Autauga County Board of Education is now accepting applications for the positions of: Accounting Manager

Job Description: Please see the attached Autauga County Board of Education job description for this position.

Qualifications: Please see the attached Autauga County Board of Education job description for this position.

Effective Date: Following Board Approval

Salary Range: \$54,000 – \$70,458 (Based on years of experience in public school setting)

Contract Length: 240 days (12 months)

Application Information: Go to

https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500

to complete the on-line application. On the *Where do you want to work?* page, click “Deselect All”. Then click on the

“+” located next to the Alabama State Department Education check box. Click the box next to District 5 and click “+” next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put “see resume”.

Application Deadline: May 11, 2022 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

Accounting Manager

POSITION TITLE: Accounting Manager
RESPONSIBLE TO: Superintendent of Education
REPORTS TO: Chief School Financial Officer (CSFO)
FLSA STATUS: Exempt

QUALIFICATIONS:

- Bachelor's degree in Accounting/Finance, or other related field, from an accredited college/university, or equivalent experience
- Minimum of five (5) years of experience in public school finance/accounting
- Ability to establish and maintain effective working relationships with employees
- Proficiency in oral, written, and electronic communications and able to use various technological devices and software
- Ability to oversee work of other staff
- Ability to utilize Microsoft Word and Excel proficiently
- Ability to analyze data
- Ability to multitask and to prioritize tasks efficiently
- Ability to communicate professionally in an oral and written manner
- Ability to work effectively and efficiently under minimal supervision
- Ability to use technology for communication presentations, research, data analysis, budgeting, record keeping, reporting, and scheduling
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Demonstrate support for the school system, its purpose, direction, and priorities
2. Maintain confidentiality of any Board of Education business, its staff, and its students
3. Demonstrate and models regular and predictable attendance
4. Demonstrate professionalism in appearance and in attitude at all times
5. Supervise the accounting of local school bookkeepers
 - a. Prepare and maintain budgets for all local school allocations from central office
 - b. Calculate annual allocations to be distributed to the local schools and ensure allocation tracking is properly set up for these allocations
 - c. Notify local school administration of the release of funds, both general allocations and special funds, and monitor the funds periodically
 - d. Maintains and monitors classroom instructional support funds program for all schools, including monthly reports to the schools
 - e. Assist the CSFO with implementation and enforcement of local school accounting procedures
 - f. Prepare and maintain distribution report of funds to be sent from central office to the local schools and submit to the Accounts Payable Bookkeeper for payment
 - g. Coordinate and conduct monthly local school bookkeeper meetings and annual in-service meetings in consultation with the CSFO

- h. Import local school financial records into the central office financial records monthly
 - i. Review each local school's Principal Report monthly and address any outstanding issues
 - j. Review monthly accounting reports for accuracy and compliance with state and audit guidelines and assist local school bookkeepers with corrections as needed
 - k. Assist local school bookkeepers with daily issues and questions regarding local school accounting coding, proper procedures for athletics, fundraising, concessions/gate receipts, etc.
 - l. Assist local school bookkeepers with year-end close of books
 - m. Assist local school bookkeepers and principals with their annual budget and budget amendments
 - n. Train new bookkeepers
 - o. Ensure the continuation of the local school financial operations in the event of a vacancy or long-term absence of a local school bookkeeper
 - p. Audit each local school at least once every three years and submit audit report to CSFO and Board
 - q. Spot checks inventories at each location site to verify the inventory records
 - r. Assist local school bookkeepers with the proper use of fixed asset object codes
 - s. Balance transfers between central office and local schools monthly
 - t. Review local school budgets and allocation tracking to ensure funds are expended by deadlines established by the CSFO
 - u. Evaluate and make appropriate improvements to internal processes of local schools
 - v. Ensure local school bookkeepers meet all central office-assigned deadlines
 - w. Assist local school bookkeepers in year-end process regarding open purchase orders at the local school level
6. Assist the CSFO in planning, administering, and controlling financial activities of schools and departments by monitoring and providing oversight for the finance department and in the preparation of the annual budget and amendments to include the preparation of forms and reports
 7. Lead the preparation of monthly financial reports
 8. Assist the CSFO with non-routine financial analysis and strategic initiatives
 9. Oversee monthly bank statement reconciliations of all Central Office bank accounts
 10. Lead the preparation, reconciliation, and submission of Form 1099 filings
 11. Follow federal, state, and local laws for recordkeeping
 12. Serve as the district's primary point of contact for the receipt module
 13. Serve as the district's primary point of contact for financial software issues and troubleshooting
 14. Serve as the district's primary point of contact for requisition routing
 15. Oversee and maintain ongoing capital projects
 16. Assist the New Construction Coordinator with maintaining proper paperwork, filing, and funding requests for each project
 17. Prepare monthly scorecard of ongoing capital projects
 18. Release monthly ACH payroll file
 19. Assist with bid documents, procurement, and purchasing
 20. Maintain adherence to district procedures, board policies, and local, state, and federal regulations
 21. Maintain all files in an orderly fashion so that all documentation is accurate and complete and can be referenced expeditiously
 22. Provide examiners with documentation for the system's annual audit
 23. Maintain expertise in assigned areas of responsibility
 24. Prepare and update financial procedures documentation and forms
 25. Participate in and assist the CSFO with cross-training activities in the finance department
 26. Attend training sessions, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, and legal issues
 27. Keep CSFO informed of potential problems or unusual events
 28. Perform other duties as assigned

JOB GOAL:

To coordinate and manage the general accounting function, including accurate completion of ledger accounts and financial statements in compliance with established rules and procedures in a manner which ensures efficient financial support to the overall operations of the Finance Department while exercising discretion and independent judgement in decision making.

SOURCE: Autauga County Board of Education, Prattville, Alabama
ADOPTED: January 31, 2022