

NOTICE OF VACANCY
Birmingham City Schools

<http://www.bhamcityschools.org/Page/238>

JOB TITLE: Director of Accounting and General Ledger	REPORTS TO: Chief School Financial Officer		
WORK DAYS: 12 Months (240 Days)	SALARY: Classified Schedule 64 -1 (\$89,029 - \$117,043)		
LOCATION: Central Office	FLSA Status:	EXEMPT X	NON EXEMPT

JOB DESCRIPTION:

The purpose of the Director of Accounting and General Ledger is to provide general accounting support to Finance Department administration in order to maximize the fiscal efficiency and effectiveness of the Birmingham City School District.

DUTIES AND RESPONSIBILITIES:

- Participate in the budgeting process and final budget preparation.
- Monitor financial performance, compare actual to budget, and research/ analyze discrepancies to prepare journal entries when necessary.
- Review internal controls of the district and segregation of duties, as related to fiscal procedures to protect the board’s assets.
- Prepare monthly and year-end financial statements and other required reports as needed.
- Oversee and Coordinate the Annual Audit with the Examiners of Public Accounts and applicable district staff.
- Submit financial statements and reports to the various governmental agencies and to School Board as required by law.
- Ensure that Board’s financial records are maintained in compliance with board policies and in accordance with Generally Accepted Accounting Principles (GAAP).
- Oversee the general ledger accounting function, which includes cash management, bank reconciliations, financial reporting, and balance sheet management.
- Assist the Chief School Financial Officer in the performance of their duties as needed.
- Supervise the Local School Accounting Department and Senior Accountants in the Department.
- Adhere to school system rules, administrative procedures, local board policies, and state and federal rules and regulations.
- Performs other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Experience with budget preparation, designing, and maintaining accounting records and procedures, preparing financial statements and performing special projects.
- Knowledge of Generally Accepted Accounting Principles (GAAP).

QUALIFICATIONS:

- Bachelor’s Degree in Accounting/Business Administration from accredited college and five (5) years of successful experience in the field of governmental accounting required.
- Master’s Degree in Accounting or Business-related field, preferred.
- Supervisory experience preferred.

***SUCH ALTERNATIVES TO THE ABOVE QUALIFICATIONS AS THE BOARD MAY REQUIRE.**

APPLICATION REQUIREMENTS:

- Completed Application (Teach in Alabama)
- Resume (uploaded to application)
- Three (3) returned References (Teach in Alabama)

****PLEASE ENSURE ALL INFORMATION IS CURRENT WITHIN A 6 MONTH PERIOD****

PHYSICAL REQUIREMENTS:

Physical strength, mobility, dexterity, stamina, and acuity are required to perform job responsibilities.

REVISED:

February 2024

Please Note: All candidates must submit to a background check (https://www.cogentid.com/al/index_adeNew.htm). Employment is contingent upon candidate meeting suitability criteria as established by Alabama State Department of Education. **The Birmingham Board of Education does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Birmingham Board of Education is required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.**