

**JOB TITLE:** **ASSISTANT DIRECTOR (ACCOUNTING COORDINATOR) - FINANCE**

**RESPONSIBLE TO:** **CHIEF SCHOOL FINANCIAL OFFICER (CSFO)**

**FLSA Status:** \_\_\_\_\_ Exempt \_\_\_\_\_ non-Exempt

**JOB GOAL:** **Assists the CSFO in the administration of the system's business affairs**

**QUALIFICATIONS:**

1. Bachelor degree in Accounting/Business related field, and/or Certified Public Accountant (preferred)
2. Minimum of three years' previous experience in accounting with computerized accounting systems
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**JOB DUTIES AND RESPONSIBILITIES:**

**Accounts Payable**

1. Produces monthly and annual financial statements and accountability reports
2. Supervises general ledger (including journal entry preparation), accounts payable, fixed asset, cash receipting, and bank reconciliation activities
3. Develops and monitors system wide budget and amendments and submits to SDE
4. Oversees local school budgeting process and imports local school monthly financial information into the system wide general ledger
5. Assists federal program coordinators with program applications, monitors federal program expenditures and submits monthly requests for federal funds (ES 2)
6. Responsible for annual Form 1099 preparation
7. Monitors banking and investment activities
8. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** **12-months (240 days) 8-hours per day**

**SALARY RANGE:** **ACCORDING TO BOARD SALARY SCHEDULE**

**EVALUATION:** **According to established Board policies and administrative procedures and guidelines**