



Mobile County
PUBLIC SCHOOLS

Issue Date: Friday, December 21, 2018
Advertisement Period: Friday, December 21, 2018 - UNTIL FILLED
Application Deadline: UNTIL FILLED

Advertised No.: CL18-0115

VACANT POSITION

TITLE

**ACCOUNTING SUPERVISOR
TREASURER CONTROLLER
260 DAYS - 8 HOURS PER DAY**

This is a Classified Position

DUTIES

The duties include but are not limited to:

- Coordinating, directing and managing daily and monthly recording of accounting records, journal entries, reconciliations, and management reports pertaining to school and system financial transactions.
- Reconciling and maintaining accounting records, journals, and general ledger including subsidiary records, journals and ledgers.
- Preparing consolidating entries as required, involving school and system accounts.
- Coordinating, directing and managing preparation of periodic financial statements, reports and tabulations of school and system as required internally and externally.
- Providing monthly financial statements to departments and advising administrators of financial status of local and special projects.
- Coordinating, directing and manage billing school and non-school agencies for reimbursable expenditures.
- Assisting schools and administrators in preparing financial information as required for local and special grants.
- Assisting in developing proposed policy and procedures changes.
- Preparing financial information/reports for special projects and assignments as required.
- Coordinating, directing and managing local, state and federal reports as required for reimbursement, indirect costs and other purposes.
- Monitoring expenditures versus budget to identify potential problems or opportunities early in their development.
- Assisting in conducting internal auditing for school and system accounts.
- Assisting with and/or coordinating preparation of annual budget and annual financial statements.
- Assuming other reasonable and equitable job related duties assigned by the immediate supervisor.

QUALIFICATIONS Must have a Bachelor's Degree from a regionally accredited college or university in accounting, finance, business administration, or related area with a minimum of eight (8) years of experience in accounting, preferably with an educational or governmental organization.

CPA or MBA highly desired.

Prior supervisory experience preferred.

Must have comprehensive knowledge of the principles and practices of accounting.

Must have knowledge of laws, rules and regulations regarding accounting as they apply to educational/governmental agencies.

Must have knowledge of automated financial systems applications with working knowledge of Microsoft Office required (spreadsheets, databases, word processing and general accounting).

SALARY RANGE **Beginning pay - \$59,864.00**

PROCEDURE FOR APPLYING NEW APPLICANTS: If applying for the first time, applicant should complete the State of Alabama on-line application and attach it to the specific job number in order to be eligible for hire. This application can be found on the website www.alsde.edu/teachinAlabama.

CURRENT EMPLOYEES: To apply, attach your Internal Employee Application to this job number prior to the deadline of the advertisement. To access your Internal Application, go to <http://www.mcpss.com>. Select Apply For, select Job Opportunities, then select Internal applicants [CLICK HERE](#).

****Applicants selected for classified positions must undergo (or have undergone) an ABI/FBI criminal history background check (fingerprinting administered through sites selected and approved by the MCPSS and State of Alabama Education Department) and be declared suitable and fit to teach under state law. Applicants selected must also pass a drug-screening test via forms provided by Human Resources during the selection process.****

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.