



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR ACCOUNTING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8444
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Supervises the management of the accounting and disbursement functions of the District with minimal supervision; provides supervision directly or through department to include: expense control, federal program accounting, financial reporting, cash flow, and revenue.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the management of the accounting and disbursement functions of the District including accounts payable, financial accounting and reporting for all centralized funds, grant accounting and control, and revenue

Works closely with Internal Audit to ensure local school accounting conformance

Develops accounting operational strategies and improvements by evaluating trends; establishing critical measurements, determining customer service strategies; resolving problems and implementing improved processes

Supervises the preparation of monthly and year-end financial reports for all centralized funds and federal and state funds

Works cooperatively with external and federal auditors in the auditing of all financial and program records; attends exit interviews and coordinates replies as to corrective action either taken or planned

Develops and coordinates training sessions and training resources needed to ensure school staff are informed and understand the financial policies and procedures of the District

Participates in the analysis and forecasting of the District's cash requirements and participates in investment strategies to maximize earnings and ensure sufficient operating funds

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree with a major in accounting or business administration

Three (3) years of successful supervisory and administrative experience in accounting

Demonstrated ability to complete assignments accurately and effectively with established time schedules

Ability to communicate effectively and clearly with local school staffs and system wide cost center heads

DESIRABLE QUALIFICATIONS

CPA certificate and/or Kentucky certificate as a School Business Administrator

