



REVISED:
07/01/2016

JOB TITLE:	DIRECTOR 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. It receives a minimum amount of supervision while providing supervision (either direct or through managers) to approximately forty-five (45) people. The functions supervised include payroll, 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: a. Accounts payable functions b. Financial accounting and reporting for all centralized funds c. Federal and state program budget development and control, accounting and reporting d. Food service accounting e. Revenue function
- Works closely with Internal Audit to ensure local school accounting conformance
- Assists in the development of the double-entry bookkeeping system and other system development efforts
- 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
- Participates in the analysis and assessment of the district's cash flow and investment procedures
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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 systemwide cost center heads

DESIRABLE QUALIFICATIONS

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