

State Job #7182

ASSOCIATE DIRECTOR FOR ACCOUNTING

TITLE: Associate Director for Accounting

REPORTS TO: Director of Financial Services and Board Treasurer

SUPERVISES: Grant Accountant, Supervising Accountant, Accounts Payable Clerks, Insurance Clerks, Federal Programs Clerk

JOB FUNCTION: Administers and develops financial services for the Fayette County Public Schools allowing us to account for the receipt and expenditure of funds in conformance with state and federal regulations and laws.

DUTIES AND RESPONSIBILITIES:

- Administers the records and control of receipts and expenditures, under the limitations set forth in the Board's approved budget, as the principal user of the financial application software.
- Creates and maintains a Financial Services Procedures Manual and Accounting Manual. Works with the Tax Collection and Payroll Supervisors in the creation and maintenance of their respective sections of the procedures manual.
- Implements automated solutions to accounts tasks and functions.
- Supervises the production of monthly, quarterly, and annual reports to the Board, the Superintendent, and external authorities. Designs and prepares analyses and reports to address management issues.
- Assists other administrators in the interpretation of policy, procedures, and practices as it relates to the accounting system.
- Directs the efforts of the accounting supervisor in the reconciliation of the districts payroll bank account and all liability accounts. Monitor's the reconciliation of the food service bank account and accounting records. In cooperation with the internal auditor, reconciles all remaining bank and investment accounts.
- Assists in the preparation of financial reports in support of budgeting, bond issuance, and project analysis, as requested.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Works with the Director of Financial Services in coordinating the function of the department with other Directors, Principals, and Administrators.
- Evaluates annually those employees under direct supervision.
- Directs the Grant Accountant in the financial management of all grant accounting functions in accordance with board policy and applicable statutes and regulations.
- Directs the Accounting Supervisor in the timely and accurate processing of transactions in accordance with sound business practices, Government Accounting Standards Board, and applicable statutes and regulations.
- Coordinate and manage the annual audit of the financial records and management practices of the district.
- Working with the Director of Financial Services, design and implement sound internal controls for the department and for accessing the MUNIS accounting system.
- Works with schools in the administration of their activity accounts and interpretation of State Regulations. Provide technical assistance with use of district activity fund software.
- Maintains the general ledger and administers the records and control of all receipts and expenditures for all funds as allocated to all schools and departments in compliance with the Board approved budget and sound business practices using the uniform state accounting software.
- Maintains regular attendance.
- Performs other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

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EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Accounting required, Master of Business Administration or CPA preferred
- At least five (5) years of progressive experience in accounting supervision
- Ability to implement and use computer based solutions to business problems
- Successful track record in managing the financial affairs of public schools, colleges, or universities

LICENSES AND OTHER REQUIREMENTS:

- N/A

Original Date: _____

Revision Date: 12/1994

Revision Date: 01/1995

Revision Date: 09/1996

Revision Date: 02/2001

Revision Date: 07/2012