### JOB DESCRIPTION

**POSITION TITLE:** Internal Compliance Accountant  
**JOB CODE:** 466A  
**DIVISION:** Financial Services  
**SALARY SCHEDULE:** Professional/Supervisory Support  
**DEPARTMENT:** Local School Accounting and Internal Compliance  
**WORK DAYS:** 238  
**REPORTS TO:** Director of Local School Accounting & Internal Compliance  
**PAY GRADE:** Rank E (NK05)  
**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly

**PRIMARY FUNCTION:** Supervises the Internal Compliance Coordinator; serves as a backup to the Managers of Local School Accounting and Auditing and Assurance, and Supervisor Property Control; supervises the financial operations of the After School Program (ASP); prepares and submits quarterly and annual ASP Analysis Reports to the Chief Financial Officer; performs and assists with Internal Compliance school and department operational reviews; assists with analysis, closing of school district books, and preparation of Local School Accounting information submitted for upload to the State; assists with reconciling Munis Capital Assets module to the General Ledger module.

**REQUIREMENTS:**

1. **Educational Level:** Bachelor’s Degree in accounting or Business Administration required.  
2. **Certification/License Required:** None  
3. **Experience:** 3 years of accounting experience; governmental accounting experience preferred; supervisory experience preferred  
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities  
5. **Knowledge, Skills, & Abilities:** Written and oral communication; ability to work independently; strong analytical skills; strong organizational and interpersonal skills; strong computer skills, including MS Word and Excel, Adobe Professional and EPES Accounting software.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.  
2. Supervises Internal Compliance Coordinator and serves as backup to the Managers of Local School Accounting and Auditing and Assurance, and Supervisor of Property Control. Supervises School Financial Specialists in absence of the Manager of Local School Accounting.  
3. Supervises the financial operations of the After-School Program (ASP) to ensure local school compliance with procedures and program profitability; serves as the key liaison for ASP financial-related questions; develops, updates and documents the monthly ASP financial review processes to ensure efficiency and adherence to District policies, procedures and strategic goals.  
4. Responsible for processing all ASP journal transactions within the General Ledger, including but not limited to, journal transactions on a daily and/or weekly basis for ASP credit card payments and journal vouchers monthly for ASP administrative and utility fees; analyzes, monitors and reviews daily ASP credit card payment transactions; serves as liaison to credit card vendors.  
5. Works collaboratively with other departments in the preparation, submission and documentation of the annual ASP budget.  
6. Performs consistent monitoring of the ASP financial program in collaboration with Financial Planning and Analysis; prepares ASP budget adjustments when necessary and submits to Director of Local School Accounting and Internal Compliance for approval.
7. Performs ASP operational analysis; follows-up with schools as needed; notifies and meets with Principals on ASP financial compliance issues.

8. Prepares and submits quarterly and annual ASP Analysis Reports to the Chief Financial Officer.

9. Performs and assists with Local School Accounting and Internal Compliance school and department operational reviews.

10. Assists with analysis, closing of school district books; preparing consolidation of local school accounts for financial year-end reporting and the preparation of Local School Accounting information submitted for upload to the state.

11. Assists with reconciling Munis Capital Assets and General Ledger modules for monthly and annual property control reconciliations; researches non-reconciling items with other departments in the District; obtains supporting documentation for reconciliation packet for auditing purposes.

12. Maintains a high level of confidentiality regarding all Local School Accounting and Internal Compliance matters.

13. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ___________________________

Signature of Supervisor ___________________________ Date ___________________________