



**EMPLOYEE NAME:** \_\_\_\_\_  
 Revised: 5/92; 2/93; 5/93; 11/94; 2/96; 1/98; 12/00; 11/01; 6/02; 6/03;  
 5/04; 3/06; 10/08; 9/09; 6/12, 7/12;10/12;3/13; 4/13; 7/14; 7/15;12/15;  
 6/17; 4/18; 6/18; 5/19;11/19;5/21

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Assistant Director, Local School Accounting	<b>JOB CODE:</b> 465B
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Local School Accounting & Internal Compliance	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Director, Local School Accounting & Internal Compliance	<b>PAY GRADE:</b> Rank C (NK03)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Manages the Local School Accounting operations, Local School Accounting staff and Temporary Support Bookkeepers. .	

**REQUIREMENTS:**

1.	Educational Level: Bachelor’s degree in Business Administration, Management or Accounting required.
2.	Certification/License Required: None
3.	Experience: 5 years highly specialized school financial experience required.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Accomplished written and oral communication; demonstrates excellence in the following skills: accounting, analytical, supervisory, communication, and organizational; strong interpersonal proficiency

*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.	Manages the district’s Local School Accounting operations and Local School Accounting staff; completes staff annual evaluations.
3.	Manages Temporary Support Bookkeepers, providing temporary bookkeeper assistance to schools as needed.
4.	Collaborates with the Director of Local School Accounting & Internal Compliance and Internal Compliance Accountant in managing the financial procedural functions of the After-School Program to ensure local school compliance with procedures and program profitability.
5.	Manages the monthly school bank reconciliation and financial review processes in Local School Accounting.
6.	Responsible for preparing the annual local school accounting closing entries for upload to State.
7.	Interprets the Local School Accounting Standard Operating Procedures for Administrators and Bookkeepers; interprets Board Administrative Rules for administrators and Bookkeepers in conjunction with the Local School Accounting Standard Operating Procedures.
8.	Assists with developing and updating the monthly school and After School Program financial review processes to ensure efficiency and adherence to district policies, procedures, and strategic goals.
9.	Acts as liaison between the school district, the armored car service, and the district’s bank.
10.	Identifies improvements and revises local school accounting procedures in the Local School Accounting Standard Operating Procedures and Chart of Accounts.

11.	Utilizes written and verbal communication skills to inform all levels of administration and school Bookkeepers about financial activities, procedures, and revisions to current procedures.
12.	Assists Principals in the interviewing and hiring of all new school Bookkeepers.
13.	Collaborates with the Director of Local School Accounting & Internal Compliance on recommendations issued to administrators regarding compliance audit reports.
14.	Collaborates with the Local School Accounting & Internal Compliance Financial Coordinator to ensure proper training of school Bookkeepers; assists with training of school Administrators upon request of Chief Financial Officer.
15.	Collaborates with Procurement Services on local school requests for quote to ensure all local schools have an adequate supply of required financial control documents.
16.	Responsible for ensuring all local school's bank signature cards are up to date.
17.	Attends professional conferences, meetings, trainings and seminars to keep abreast of financial practices.
18.	Represents the Director of Local School Accounting and Internal Compliance as needed.
19.	Maintains a high level of confidentiality regarding all internal compliance matters.
20.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_