



**Job Title:** Director – Accounting Operations

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Administrative – 7

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this position is provide leadership in the establishment and continuous improvement of an accurate and cost-effective system for the receipt, disbursement, control, monitoring, and accounting for School Board revenues, expenditures, and cash investments consistent with state and federal requirements and generally accepted accounting principles.

### **ESSENTIAL JOB FUNCTIONS**

- Manages routine daily operations of the District accounting operations.
- Provides oversight to ensure compliance with School Board regulations, state law, and SBE regulations.
- Coordinates and assists in the development and monitoring of the annual capital Outlay and Debt Service budgets.
- Develops and administers the District's accounting system for Student Activities fund District-wide.
- Provides leadership in the development, planning, and continuous improvements of departmental systems and processes.
- Evaluates, trains, and manages departmental employees.
- Gathers information integral in completing the annual Qualified Public Depositories reports and reporting IRS Form 1099 data.
- Monitors various reports on the accounting system to assure integrity of the data contained.
- Prepares Annual Financial Report and Comprehensive Annual Financial Report.
- Maintains the purchasing card program, which includes importing bank files, troubleshooting purchasing card module issues, processing statement payment monthly, and maintaining purchasing card groups.
- Maintains the positive pay program, which includes exporting check file and uploading to bank web site, approving/denying exceptions daily, and troubleshooting as needed.
- Directs the activities associated with balance sheet accounts, subsidiary ledgers, and bank statements.
- Interacts, applies, and explains complex federal, state, and local laws related to all areas of the financial system.
- Assists with evaluating and selecting appropriate mainframe financial systems.

- Provides funding advice for Capital Improvement and Debt Service Programs.
- Prepares department budget and forecasts needs annually.
- Serves as District representative on various committees and task force teams designed for continuous improvement.
- Serves as District liaison for annual School District audit performed by external auditors.
- Develops and maintains procedures manuals for all areas of responsibility.
- Recommends new School Board rules and revisions.
- Maintains effective community relations and interprets financial matters to the community.
- Assists the Assistant Superintendent – Finance and Business Affairs in coordinating information and activities between the business departments.
- Advises and assists District staff members on budgets, accounting, and interpretation of policies.
- Interacts with external auditors concerning audit reports and compliance issues.
- Maintains a network of peers through professional organizations.
- Fulfills information requests from the Superintendent and School Board.
- Responds to concerns or inquiries in a timely and courteous manner.
- Provides technical assistance to assigned employees as needed.
- Provides cross-training of personnel within the department.
- Promotes and supports the professional growth of self and others.
- Attends state and regional training sessions, workshops, and meetings to stay abreast of recent changes, practices, and legal issues.
- Assists in development of annual goals and objectives in pursuit of continuous department improvement.
- Provides information to the administration and School Board on financial status and issues of the District.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintain appropriate records.
- Designs various forms to gather information to meet the needs of a wide variety of reports and requests.
- Plans and prepares agenda items for a variety of financial areas.
- Attends School Board meetings to answer questions as needed.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution with a major in accounting.
- Certified Public Accountant (CPA) preferred.
- Minimum of seven (7) years of experience in accounting with five (5) years of experience in School District accounting.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of generally accepted accounting principals and a basic understanding of State Board of Education (SBE) rules and state and federal laws.
- Requires the ability to demonstrate administrative and technical expertise in multiple areas including budget, finance, risk management, purchasing, and investments.
- Requires the ability to prepare complete and accurate reports and complex statements.
- Requires the ability to use O.C./mainframe computer software and hardware.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to oversee numerous functions and staff.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage or administer grant funds.
- Requires the ability to manage the budget within assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.

**PHYSICAL DEMANDS**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**