



## POSITION AVAILABLE

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OPEN

**POSTING DATE:** 02/24/2010

**CLOSING DATE:**

**POSTING NUMBER:** ADR1029

**LOCATION:** Central Office

**POSITION:** Accounting Director

**JOB QUALIFICATIONS:**

1. Bachelor's degree in business with accounting major.
2. Eight (8) years of accounting experience in progressively responsible positions. Public sector experience preferred.
3. Demonstrated expertise in supervising the accounting department and managing all aspects of the accounting operations.
4. Thorough knowledge of GAAP and GASB requirements.
5. Ability to conduct complex financial and cost accounting studies on a timely and accurate manner.
6. Experience in the use of system wide integrated financial management technologies as well as data and financial analysis software. Experience in process re-engineering and in implementing financial management systems a plus.
7. Strong management, organizational, problem-solving, teamwork and communication skills required. Ability to establish and maintain collaborative working relationships with supervisors, staff, principals, and school personnel. Interest in working at a dynamic and diverse organization with constantly evolving needs required.

**JOB DESCRIPTION:** To review, implement, and monitor the necessary policies and procedures for exceptional financial operations; to ensure the safeguarding of the organization's resources and assets; to establish and maintain internal controls; to ensure the accounting operations of the school division meet all federal, state, and local requirements; to ensure the accurate and timely production of all required financial reports; to direct the prompt and accurate processing of payrolls and other disbursements.

**DUTIES AND**

1. Leads in the establishment of effective internal controls to ensure

- RESPONSIBILITIES:** safeguarding of assets, reasonable and appropriate expenditure of funds, and the reliability of financial statements in all operational units of the school division.
2. Leads the division in the development and implementation of efficient and effective financial and business management practices.
  3. Ensures complete and up-to-date operating procedures for all accounting and financial reporting procedures.
  4. Monitors and evaluates all general accounting, property accounting, procurement, payroll, cash, financial reporting, cost accounting, and budgetary control functions in all schools and departments.
  5. Receives and disburses ACPS funds in accordance with statutes, regulations, policies, procedures, and generally accepted practices.
  6. Ensures accurate and timely financial reporting and posting of all financial transactions in all funds and accounts.
  7. Reviews all appropriate policies, regulations, and procedures annually and proposes revisions as needed.
  8. Assigns, coordinates, and supervises the flow of work within the Accounting Office.
  9. Assigns, supervises, trains and evaluates the performance of Accounting Office personnel.
  10. Oversees the daily operations of the Accounting Office, ensuring that the office provides exceptional and quality service to all customers and stakeholders.
  11. Provides information, training, and technical assistance to schools and ACPS staff on financial management procedures, requirements, and practices.
  12. Performs other job related duties as assigned by the Chief Financial Officer.

**REQUIRED  
EXPERIENCE:**

**EMPLOYMENT  
INFORMATION:**

Reports to: Chief Financial Officer. Supervises: Accounts payable, accounts receivable, payroll, banking, cash management, property control, internal controls, accounts reconciliation and financial reporting functions. Job performance will be evaluated annually in accordance with the School Board's policy.

**MONTHS / HOURS:**

**SALARY:**

Support Administrative Scale, SAS-11

**DAYS:**

240

FROM - TO -

**GRADE / STEP:**

**START DATE:**

Immediately

For additional information on how to apply, click [here](#).