



Director of Accounting

JOB DESCRIPTION

The Director of Accounting, under the supervision of the Chief Financial Officer, is responsible for assisting and evaluating the effectiveness of the internal control systems, performing accounting functions over several funding sources including special revenue funds, and overseeing internal reviews.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree in Business Administration with a concentration in Accounting
- Five years of governmental accounting experience (school district experience preferred)

KNOWLEDGE, SKILLS, AND ABILITIES

- Budgeting experience preferred
- Special revenue accounting experience preferred
- Knowledge of internal audit procedures preferred
- Skilled in windows-based database and spreadsheet software management applications
- Ability to organize and manage multiple tasks simultaneously and independently
- Ability to communicate effectively verbally and in writing

DUTIES AND RESPONSIBILITIES

1. Assists in overseeing the development and monitoring of special revenue program budgets and budget amendments in accordance with granting agency guidelines and in coordination with program managers
2. Reviews general ledger transactions to ensure compliance with applicable special revenue program guidelines, Generally Accepted Accounting Principles, the TEA Financial Accountability System Resource Guide, and other applicable state and federal regulations
3. Assists in the development of the District's budget
4. Prepares and submits draw-downs, periodic reports, and final financial reports to funding agencies as dictated by program guidelines for special revenues
5. Assists in the preparation, review and submittal of reports for reimbursement by federal and state agencies
6. Assists in the preparation of periodic internal financial reports for use by program managers
7. Prepares adjusting entries for all funds
8. Coordinates annual reviews of each campuses' student activity funds
9. Assists in the preparation of schedules for the annual financial audit
10. Assists principals, secretaries, and other District personnel in attaining accounting information necessary for the acquisition of resources to support classroom instruction
11. Oversees the cash management function as it relates to daily banking requirements
12. Assists the Accounts Payable Supervisor as required
13. Assists in the preparation of information required for the filing of 1099 forms
14. Assists in validating TIN numbers for new vendor creation
15. Assists the Payroll Department Supervisor as required
16. Reviews payroll documentation for accuracy of payments and coding
17. Supervise and Direct the work of other staff as assigned
18. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbally and written), interpret, reason, read, understand verbal instructions, analyze, differentiate, memorize, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry light weight (under 15 pounds), sit, stand, walk, reach, repetitive hand motions, hear, speak, maintain visual acuity, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY GRADE: PO6

SALARY: \$58,785 - \$88,178

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

Revised
09/16/2011