



## POSITION AVAILABLE

[Login](#)

[JOB CATEGORIES](#) > [ADMINISTRATIVE POSITION TYPES](#) > [ALL POSITIONS](#)

You must log in to apply for jobs.

**JOB STATUS:** OPEN

**POSITION TITLE:** CHIEF ACCOUNTANT - 250 DAY

**EFFECTIVE:** 12/27/2017

**POSTING DATE:** 12/13/2017

**CLOSE DATE:** 01/18/2018  
 (Close Time 4:30 PM)

**LOCATION:** Finance

**VACANCY NUMBER:** 00026593

**REPORTS TO:** Supervisor of Accounting Services

**BASIC QUALIFICATIONS:**

Any combination of education and experience equivalent to a bachelor's degree in accounting or business administration; and five to seven years in financial and governmental fund accounting experience to include three to five years experience with complex automated accounting systems. CPA or CPFO preferred.

Thorough knowledge of the theory, principles, methods and practices of governmental accounting and budgeting; thorough knowledge of the laws, ordinances and regulations governing municipal financial matters; thorough knowledge of modern office methods, practices and equipment; ability to prepare complex accounting entries, financial reports and records; ability to monitor and analyze, and evaluate complex financial systems; ability to use automated reporting tools to write reports necessary in the operation of the accounting/finance functions within the School Division; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing, to include expressing technical ideas. Ability to use and learn new and complex software for reporting, publishing, and other uses required.

**STATE REQUIREMENTS/QUALIFICATIONS:** None

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle or feel objects; tools, or control; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**BASIC FUNCTION/NATURE OF WORK:**

Preparation of the School Division's Comprehensive Annual Financial Report and various other financial statements, records, and reports; assists in planning, organizing, preparation, and maintenance of accounting records for the general ledger accounting system; advises agencies on financial matters as required; assists in the training and supervision of School Division staff on accounting policies, procedures, and automated systems; prepares complicated accounting entries, analyses, and reconciliations; assists with the coordination of

the annual audit by its external auditors, may provide training to all staff as it relates to the School Division's automated systems; may write and implement new business practices and procedures for the implementation and maintenance of Advantage Financial/HR; and may maintain and recommend enhancements to the School Division's automated accounting, purchasing, and payroll systems. May assist internal auditor.

**DUTIES &  
RESPONSIBILITIES/ILLUSTRATIVE  
EX OF WORK:**

- Work collaboratively with all stakeholders in providing a World-Class Education.
- Review the work of accounting staff and accounts payable staff, as necessary, to maintain accuracy and conformance with School Division policies and procedures.
- Fixed asset accounting.
- Capital Project accounting.
- Cash/Bank reconciliations.
- Coordination, preparation, and publication of CAFR.
- Work with Payroll, Human Resources, Purchasing, and Budget as necessary.
- Write financial reports as needed using complex automated reporting tools.
- Coordinate and assist in audits as required.
- Complete other duties as assigned.

**DIMENSIONS:**

Budget Responsibilities: None

Employees Supervised: Three

Number of Schools/Departments: All schools and central office departments

Number of Students: None

This posting will close on 12/27/2017 or until an exceptional candidate is hired.

**SALARY:**

Grade 15: \$73,722 - \$137,270 per year (competitive benefits)

**DAYS:**

250

**FULL TIME/PART TIME:**

Full Time