

Stafford County Public Schools

Job Description



<u>Job Title:</u>	Assistant Director, Accounting and Financial Reporting
<u>Location:</u>	Financial Services
<u>Pay Grade:</u>	Administrative and Professional Scale Grade 05
<u>Work Calendar:</u>	All 12 Month Employee
<u>FLSA Status:</u>	Exempt

GENERAL PURPOSE

Under the supervision of the Director of Finance and Accounting, the Assistant Director for Accounting and Financial Reporting maintains the centralized financial accounting system (general ledger) for Stafford County Public Schools (“Stafford Schools”) in accordance with generally accepted governmental accounting principles. The Assistant Director oversees all aspects of accounting and financial reporting within the Department of Financial Services. The successful candidate will bring a strong track record of fiscal record management and compliance with professional standards, and a solutions-oriented mindset to challenges.

MAIN JOB TASKS AND RESPONSIBILITIES

Manage internal fiscal controls

- Maintain and analyze capital expenditures, additions and disposals of assets, and classification of expenditures in the financial accounting system.
- Monitor and correct month-end and year-end journal entries and annual fiscal year-end close out processes.
- Reconcile general ledger cash balances with Treasurer’s cash balances on a monthly basis.
- Serve as liaison for banking relationships with all agency funds and the Food and Nutrition Services Fund, and prepare wire transfer requests as needed.
- Design and deliver training on financial policies for school and department administrators and bookkeepers.
- Support and hold schools accountable for accurate and timely monthly reports.
- Review Stafford Schools Finance Manual procedures and update as appropriate.
- Supervise financial personnel as directed.

Oversee preparation of mandatory financial reporting and documentation

- Lead preparation of the annual comprehensive financial report (ACFR) and prepare supporting schedules.
- Prepare annual Internal Revenue Service Form 1099 information.
- Oversee semi-annual school general obligation bond borrow documentation.
- Assist with preparation and implementation of the school board audit.

- Assist with preparation of the Superintendent's Annual School Report (ASR).

Support and demonstrate core values of Stafford Schools

- Engage in ongoing professional development relevant to position.
- Respond promptly and thoroughly to written and oral requests for information.
- Maintain a clean, neat appearance, appropriate to position.
- Maintain a record of appropriate attendance and punctuality.
- Serve as a role model for students, colleagues, and the general public.
- Work in close harmony with colleagues, supervisors, and co-workers.
- Comply with all District and School policies and regulations, including but not limited to guidelines for confidentiality.
- Perform other related duties as required/assigned.

EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited college or university, in accounting, finance, business administration or related field.
- Five (5) years of work related experience in the accounting field.
- Certified Public Accountant (CPA) license, or active candidacy and completion of at least one part of required AICPA exams, strongly preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge
 - Government accounting and financial management concepts, practices, and procedures
 - General accounting and financial reporting principles and functions
- Skills
 - Use of computers and computer applications, especially spreadsheets (Excel and Google Sheets), to accomplish budgetary/accounting tasks
- Abilities
 - Use experience and judgment to plan and accomplish goals.
 - Perform a variety of complicated budgetary/accounting tasks.
 - Lead and direct the work of others.
 - Work cooperatively in a team environment to meet goals
 - Organize and perform work independently
 - Meet deadlines for all work even when working on multiple projects
 - Show sustained effort and enthusiasm in quality and quantity of work

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Work environment is primarily inside, with moderate noise, temperatures that are controlled, and no exposure to chemicals or other negative air quality elements.
- The work is light work, requiring exertion of up to 20 pounds of force to move or lift objects.

- The following physical and mental abilities are representative of those expected to complete the essential functions of the job: sitting for prolonged periods; moving the hands, wrists, or fingers repetitively; feeling, grasping, or holding objects by hand; identifying colors visually; communicating via spoken language; communicating via written language; perceiving sounds; making decisions using logic and rational thinking.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations shall be made, as required by law, to enable individuals with disabilities to perform the primary job functions herein described.

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties, just as though they were actually written out in this job description.