

## **Job Description**

**Job Title:** Director of Accounting Services

### **Qualifications:**

The person in this position should have the following credentials:

- (1) Bachelor's degree from an accredited college or university preferably in accounting, finance or business administration with accounting emphasis
- (2) Eight or more years of experience in governmental accounting
- (3) Proficient in computer operations
- (4) Knowledge of fixed assets, general ledger, accounts payable and accounts receivable
- (5) Knowledge, interpretation and understanding of GASB pronouncements
- (6) Extensive knowledge in the issuance of TANS, BANS and General Obligation Bonds
- (7) Five or more years of supervisory experience
- (8) Strong written and oral communication skills

### **Report to:**

This person is directly responsible to the Executive Director of Finance

### **Supervises:**

Business Officer, Finance Officer, Construction Accountant, Fixed Asset Accountant, Financial Analyst, Accounting Assistant and the Accounting Services Department

### **Performance Responsibilities:**

- (1) Monitor the District's general ledger including all adjustments in accordance with State and District policies, and generally accepted accounting principles;
- (2) Responsible for all activities involving debt financing and continuing disclosure;
- (3) Maintain an efficient accounts payable system and properly record all transactions according to State and District policies, and generally accepted accounting principles;
- (4) Monitor the procurement card program to ensure a controlled but efficient process is maintained;
- (5) Maintain an efficient accounts receivable system and properly record all transactions according to State and District policies, and generally accepted accounting principles;
- (6) Monitor cash flow for the District and maintain investments to maximize interest earnings;
- (7) Assure that all funds are safely invested at the best yield and that investments are properly recorded;
- (8) Monitor the fixed assets/inventory system of the District to provide that items are properly recorded and depreciated;
- (9) Monitor the capital projects budget process in relation with the long range facility plan and funding sources;
- (10) Recommend technology, procedures or policies to maintain an accurate and efficient accounting system;

- (11) Serve as District liaison with external and state auditors;
- (12) Assure the successful completion of the annual external financial audit which includes the generation and publishing of the Comprehensive Annual Financial Report;
- (13) Serve as the District liaison with Internal Audit Department to include review of audit reports, development of management response for findings, and assist in implementation of approved recommendations;
- (14) Identify and develop long-range plans to address management goals and objectives;
- (15) Review and modify procedures, as necessary, to ensure strong internal controls over the Student Activity Funds and District accounting processes;
- (16) Review pupil accounting data in relation to the reporting of student attendance information to the State Department to ensure proper funding;
- (17) Serve as the District Coordinator for InSite;
- (18) Serve as District liaison to financial institutions for banking services that includes cash management strategies and initiatives;
- (19) Provide a program for cross training to ensure maximum effectiveness of the Accounting Services Department;
- (20) Perform other duties as assigned by the immediate supervisor

**Terms of Employment:**

Twelve Months with salary in Group D, Administrative/Supervisory Salary Schedule.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Greenville County School Board of Trustees' Policy.