

JOB DESCRIPTION

Job Title: Director, Internal Business Services (1726)

Job Summary:

To plan, organize and supervise the general accounting, accounts payable, accounts receivable and related accounting activities; to perform professional accounting duties related to internal audit function; and to provide highly responsible technical assistance to an Assistant Superintendent.

Essential Functions:

- Receives general direction from the Assistant Superintendent, Business and Administrative Support service.
- Exercises direct supervision over assigned accounting clerical personnel.
- Assists in the development and implementation of goals, policies, and priorities relating to the accounting, budget and financial management activities.
- Plan, organize and coordinate assigned areas of responsibility such as financial accounting, payroll, accounts payable accounts receivable and purchasing.
- Plan and assign the work of subordinates; check and verify the accuracy of accounting work performed in maintaining records of financial transactions.
- Maintain and control financial records related to County Schools Service Fund (CSSF); develop the CSSF budget, monitor expenses, billing and contracts.
- Provide advice and counsel to management regarding budget preparation; locate and compile budget data; make financial projections; prepare preliminary and final budget reports.
- Locate and compile data and prepare financial reports and statistical summaries such as the annual budget report; present reports to the 'Board as necessary.
- Respond to requests for information and assist auditors in their review of financial records;
- Train and evaluate assigned personnel in the office operations and procedures; answer questions regarding the Federal, State and County regulations.
- Prepare special financial and budgetary reports as requested.
- Act as a liaison and resource person between the Department and various local, State and Federal agencies; review reports for compliance with State, Federal and local ruled and regulations.
- Analyze fiscal impact of new and/or proposed legislation on the financing of programs.
- Maintain inventory; order office supplies and equipment.
- Provide highly responsible technical support to the Assistant Superintendent.
- Perform related duties as assigned.

Skills, Knowledge and/or Abilities Required:

Knowledge of:

- Principles and practices of school finance accounting and auditing.
- Principles and practices of budgeting.
- Principles of supervision, training and evaluation.
- Federal, State, and County laws, rules and regulations pertaining to school finance.
- Modern office practices, procedures, methods and computer equipment.

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Ability to:

- Analyze and interpret financial and accounting records.
- Prepare financial statements, reports and analyses.
- Design and install new and improved accounting and recordkeeping systems.
- Plan, assign and supervise the work of assigned staff.
- Interpret and apply policies, laws and rules.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate technical and clerical personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience Required:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Three years of increasingly responsible professional accounting experience.

Education Required:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business or related field.

FLSA Status: Exempt

July 1, 1993

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco – Free Workplace. This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.