

## Finance: Assistant Director for Finance - Accounts Payable

<b><u>Reports to:</u></b>	<b>Assistant Superintendent for Budget and Finance</b>
<b><u>Supervises:</u></b>	<b>Finance Specialists</b>
<b><u>Term of Employment:</u></b>	<b>12 months</b>
<b><u>Salary:</u></b>	<b>Appropriate Central Office Administrator Salary Schedule</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Exempt</b>

- Qualifications:**
- **Graduation from a college/university with a Bachelor's degree in Accounting/Finance/Business Administration preferred and/or three or more years of progressively responsible related experience in governmental accounting (or Master's degree in related area)**
  - **CPA certification preferred**
  - **Strong knowledge of accounting information systems preferred**

### **Essential Job Functions:**

- Assists in the administration of business affairs of the district in such a way as to provide the best possible educational services with the financial resources available
- Provides direction and expertise for developing and implementing appropriate controls and practices to ensure fiscal compliance with all applicable Federal, State, and Local oversight agencies
- Ensures the office's programs are implemented in a manner consistent with District goals and the Assistant Superintendent for Budget and Finance's goals and objectives
- Guides development, implementation, and evaluation of cash management procedures for the district, including management of grant funding
- Assumes responsibility for the daily maintenance of the district's general ledger, including adjusting journal entries, budget adjustments, chart of account maintenance, and reconciliation of general ledger accounts to ensure that accurate account balances are reflected
- Conducts a monthly review of budget vs. actual expenditures to maximize benefits from the prudent expense of every dollar
- Assists the Assistant Superintendent for Budget and Finance in preparing and implementing the school budget
- Maintains a continuous internal control program for all funds
- Assists in fiscal year end close out procedures as well as coordinating with the district's audit firm for annual audit engagements
- Assists in recruiting, hiring, training, supervising, and evaluating all Finance personnel
- Processes and organizes potential escheat issues that arise
- Prepares and distributes 1099 forms; sends 1099 summary report for annual IRS reporting
- Prepares monthly STIF (Short-Term Investment Fund) reconciliation
- Processes and prepares Annual Sales Tax refund
- Prepares monthly and quarterly Federal/State tax deposits
- Prepares all quarterly reports
- Performs other duties and responsibilities as assigned by supervisor

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### Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with the community
- read, comprehend and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of setting, using appropriate terminology and by telephone and email
- hear, speak, read, record and explain information, communication and procedures
- perform basic math functions to understand and interpret data to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations