

Title: Chief Accountant (FLSA Exempt)

Performance Responsibilities Design and Evaluation-Supervises the design and evaluation of financial operations and personnel accounting.

- Assists the Chief Financial Officer in making annual projections and recommendations on all matters necessary to develop the budget for the School System.

Any and all duties as assigned by Chief Financial Officer

Leadership- Provides leadership in all matters related to financial and accounting operations in the School System.

- Supervises, directs, and evaluates any employee under direct supervision.
- Assists employees in all matters related to insurance, payroll, and other related problems.
- Advises the System on financial, administrative, and operational aspects of new or proposed programs.
- Assists appropriate administrators in operating within approved budgets.

Management-Initiates practices and procedures designed to maintain an adequate business operation for the School System.

- Assists the Chief Financial Officer in the preparation of budgets, payrolls, and general accounting.
- Maintains an efficient system of accounting for revenues and expenditures in such a way as to produce unqualified audit reports.
- Manages all financial procedures required for the expenditure of federal monies.
- Reviews all requisitions and work orders for proper assignment of fund and ledger charges.
- Prepares the Annual Financial and Statistical Report for the State.
- Prepares the Annual Financial Statements for the Legislature Auditor.

Student Services-Initiates practices and procedures designed to promote the success and well-being of students.

- Assists in the purchase of materials, supplies, and equipment for the School System.

School/Community Relations-Initiates procedures which insure effective school/community relations.

- Works to achieve maximum understanding and support of public education.
- Cooperates with principals, supervisors, and directors to provide a total educational program for students.

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development. • Makes use of recommendations for improvement.

Minimum Qualifications: United States citizen or authorized alien; a Bachelor's Degree in accounting, business administration, or a related field. At least three (3) years of responsible work experience in Governmental Accounting or Governmental Auditing is required. CPA certificate is desirable; physical and mental stamina and abilities to perform job functions, tasks, and duties.

Terms of Employment: 12 months

Reports to: Chief Financial Officer

Supervises: Employees in the Accounting Department

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original - Human Resources Dept.

Copy- Supervisor

Copy - Employee

(Rev 4/2021)