



## Director of Accounting

### Purpose Statement

The role of the Director of Accounting is to oversee the district's financial services and business programs. This includes providing financial information and resources, ensuring compliance with established guidelines, and serving as a member of the leadership team.

### Supervisory Relationship

Reports to: Business and Operations Manager

### Essential Functions

- **Financial Analysis:** Analyze financial information, such as budget variances and cost projections, to provide direction and recommendations, maximize use of funds, and ensure operations are within budget.
- **External Agency Support:** Assist external agencies, including auditors and grant representatives, by providing necessary information and support.
- **Collaboration:** Work with internal and external personnel, including administrators, auditors, public agencies, and community members, to maintain and implement services and programs.
- **Data Compilation:** Compile data from various sources to analyze issues, ensure compliance with policies, and monitor program components.
- **Internal Audits:** Conduct internal audits of general and special funds to ensure program operations are within budget and comply with fiscal practices.
- **Department Management:** Direct department operations, maintain services, and implement new programs and processes within established timeframes and requirements.
- **Facilitation:** Facilitate meetings, workshops, and seminars on financial procedures, regulatory requirements, and interdepartmental needs.
- **Record Maintenance:** Maintain manual and electronic fiscal information, files, and records for accounts payable, accounts receivable, student activities, and contracts to provide an up-to-date reference and audit trail.
- **Program Management:** Manage assigned programs and departmental responsibilities to achieve organizational objectives and ensure compliance with legal, financial, and district requirements.
- **Budget Monitoring:** Monitor budget allocations, expenditures, fund balances, and related financial activities to ensure accuracy and adherence to budget limits and fiscal practices.
- **Personnel Functions:** Perform personnel functions such as recruiting, interviewing, hiring, evaluating, and supervising staff to maintain adequate staffing and enhance productivity.
- **Material Preparation:** Prepare annual budgets, financial statements, and reports for the Board, Superintendent, and department administrators to document activities and meet compliance requirements.
- **Information Presentation:** Present information on budgets, accounting processes, and distribution formulas to communicate information, gain feedback, and ensure adherence to internal controls.
- **Financial Research:** Research financial topics and legal issues to evaluate compliance requirements and their implications on district operations.
- **Inquiry Response:** Respond to inquiries from staff, district personnel, and outside parties regarding accounting guidelines, expenditure status, and grant guidelines to resolve problems and provide information.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

### Job Requirements: Minimum Qualifications

**Skills**

- Proficiency in operating standard office equipment and software applications.
- Effective planning, project management, and organizational skills.
- Strong record-keeping and documentation abilities.

**Knowledge**

- Advanced math skills.
- Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions
- Understanding of pertinent laws, codes, policies, and regulations.
- Familiarity with personnel processes, program planning, school budgeting, and audit procedures.
- Knowledge of public and fund accounting principles and budgeting.

**Abilities**

- Schedule and prioritize multiple activities, meetings, and events.
- Work flexibly with diverse individuals and groups.
- Analyze data using various complex processes.
- Communicate effectively with diverse groups and individuals.
- Meet deadlines and manage schedules efficiently.

**Responsibility**

Work independently under broad guidelines to achieve unit objectives. Manage multiple departments and supervise the use of funds. Utilize significant resources from other work units to perform job functions. Impact the organization's services continually.

**Work Environment**

Physical activities include some lifting, carrying, pushing, and pulling. Significant fine finger dexterity is required. Generally, the job requires 60% sitting, 20% walking, and 20% standing. Work is performed in a generally clean and healthy environment.

**Experience**

Job-related experience within a specialized field is required

**Education**

Bachelor's degree in a job-related area

**Certificates and Licenses**

Valid Certified Public Accountant (CPA) license is required

**Continuing Education/Training**

Maintains certificates and/or licenses

**Clearances**

Criminal justice fingerprint/background clearance

**FLSA Status**

Exempt

**Salary Grade**

PQ

*Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.*