

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Director of Accounting and Payroll

QUALIFICATIONS

EDUCATION:           Required   B.A. or B.S. degree in accounting, business management, or a closely related field of study or equivalent work experience in a closely related field.

Desired       B.A. or B.S. degree or higher.

EXPERIENCE:           Required   Five years of responsible accounting, auditing and financial record management and reporting experience.

Desired       Significant knowledge and experience in public school accounting practices and administration with an emphasis in business management. CPA experience is highly desired.

PERSONAL  
QUALIFICATIONS:                           Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director of Fiscal Services, plan, organize, and supervise the District's accounting, payroll, ASB, and employee attendance activities. Supervise and personally perform difficult duties in connection with the general district accounting functions. Assist and personally perform difficult duties related to budget preparation, monitoring, and control. Supervise and maintain appropriate internal controls and audits. Supervise, instruct, and train all personnel within the accounting and payroll departments. Perform other work as required.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Director of Accounting and Payroll's job performance will be as follows:

1. Under the general direction of the Director of Fiscal Services, the work of the District's accounting, payroll, and employee attendance areas will be effectively planned, organized, and supervised.
2. Assist supervisor with the development and preparation of the District's budgets for all funds.
3. Child Nutrition Services accounting will be capably coordinated with the Child Nutrition Services Department, and federal reports and claims for reimbursement will be efficiently produced and/or audited for accuracy.
4. Coordinate with personnel the timely and accurate submittal of reports to district, county, state, and federal offices.

5. Accurately and completely oversee all accounting and payroll tax reporting including, but not limited to, Quarterly Payroll Tax and Sales Tax.
6. Training of new personnel in their job duties and regular personnel in new procedures will be capably handled.
7. Assist supervisor in a timely manner with the preparation of the financial statements of Child Nutrition Services and the District's general and other appropriate funds for presentation to the Board of Education.
8. Appropriate district internal controls will be implemented and maintained, and internal audits will be conducted in a timely manner.
9. All computer equipment will be maintained in efficient working order, and recommendations to the supervisor for upgrading equipment will be made in a timely and competent manner.
10. Assessment of computer software and spreadsheet applications with new procedures or correction of problem areas will be capably performed.
11. A general liaison and collaboration between the District and the county office regarding accounting/payroll procedures and/or corrections will be prudently established and maintained.
12. Assume the duties and responsibilities of the Director of Fiscal Services, as assigned during that person's absence.
13. Assigned personnel will be adequately supervised and appropriately evaluated following the District's stated timelines.
14. Timely and effective communications regarding incidents and/or situations which might impact the District, its divisions or its schools will be consistently provided to appropriate district office/school personnel.
15. Active and consistent efforts will be made to maintain or improve the external and internal image of the District, its divisions, and its schools.
16. Significant annual objectives deemed appropriate by the supervisor will be established.
17. Provide fiscal analysis to determine trends in projected expenditures and revenues to assist with the budget development process.
18. Supervise and audit school student body accounts as directed by supervisor.
19. Appropriate data in support of the status of annual objectives and job description elements will be gathered.
20. Other duties assigned by supervisor will be effectively accomplished.