

**TITLE:    *DIRECTOR – ACCOUNTING***

**QUALIFICATIONS:**

1.            Bachelor’s degree in accounting, finance or related field (CPA preferred).
2.            Minimum of ten (10) years of successful experience in a large or medium-sized operation in governmental accounting, finance or related field.
3.            Demonstrated ability to successfully supervise employees.
4.            Successful experience with financial accounting systems in Florida schools preferred.
5.            Demonstrated ability in documenting and maintaining a large, complex automated financial and internal control system in a governmental setting.
6.            Demonstrated ability to communicate effectively, both orally and in writing.
7.            Knowledge of current computing technologies and software applications appropriate to the position’s job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1.            Directs the activities of the Department of Accounting which includes accounting and reporting on transactions involving School Board resources in accordance with policy, regulation, and or other authoritative guidelines.
2.            Directs the preparation of and distribution of all internal and external financial reports of the District’s operation, including the Comprehensive Annual Financial Report (CAFR) as well as financial reports to the Florida Department of Education as required by statute or regulation.
3.            Recommends policies and procedures for accounting functions.
4.            Implements internal administrative procedures as required ensuring an efficient and cost effective central accounting function.
5.            Develops and maintains an accounting system that reports accurate financial data on a school-by-school and district aggregate basis which includes specialized reporting for cost accounting, food services, federal programs, school maintenance programs, capital projects and internal service funds.

6. Establishes departmental policies and objectives in conjunction with departmental staff; and assigns, supervises and monitors the staff on the attainment of objectives.

7. Supervises the maintenance of adequate financial and administrative records in compliance with sound business practices, School Board policies, Florida Department of Education Administrative Rules and Florida Statutes.

**Additional Job Functions:**

1. Implements programs, policies, and procedures in accordance with School Board priorities.

2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.

3. Performs other related duties as assigned.

Salary Range: \$108,741.00 - \$196,402.00

[Link](#) to School District of Palm Beach County to apply, Job ID 274489