

## **Job Description: Director of Accounting**



### **Position Title:**

Director of Accounting

### **FLSA Status:**

Exempt

### **Salary Grade:**

SG21

### **Pay Grade:**

### **Our Mission:**

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### **Custom Job Purpose:**

This position exists to direct and supervise the professional staff for financial accounting, auxiliary accounting, and property accounting activities for the school system.

### **Essential Functions of this Job**

Coordinates and directs the accounting activities of the school system to ensure that the system derives maximum benefit through the judicious management of all the system funds. Directs the functions of accounting for all fund account groups, including accounts payable, financial reporting, debt service, and cash management and investments. Supervises the preparation of financial reports as required by state and federal agencies. Supervises the preparation of monthly financial reports for the board. Directs the professional staff responsible for paying for supplies, materials, capital outlay, and services.

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Advises and makes recommendations to the Chief Finance Officer on financial accounting matters. Responsible for planning, managing, and evaluating the performance of subordinate staff in the department. Coordinates with the schools in areas which affect accounting functions such as data processing and personnel services, purchasing and risk management. Analyzes financial software and systems for correct functionality. Directs and advises consultants and subordinate professional staff concerning needed changes and improvements in financial systems for implementation.

Directs the development and maintenance of administrative guidelines and procedural manuals for various areas of responsibility. Prepares required annual performance appraisals and recommends appropriate employment action.

Coordinates annual external audits by CPA firms. Develops, recommends, and implements corrective actions relative to any deficiencies identified in those audits.

### **Non-Essential Functions of this Job**

Performs other duties as assigned.

### **Knowledge, Skills and Abilities:**

Considerable knowledge of accounting and expenditure control systems and procedures. Knowledge of school finance laws, rules and policies, governmental accounting, and financial reporting standards. Knowledge of computerized accounting, including proficiency with the system's current accounting software, as well as spreadsheet and database applications. Ability to use and instruct others in the use of Microsoft Office Products and the system's Enterprise Resource Planning (ERP) packages to achieve desired results. Ability to prepare complete and accurate accounting reports and statements of considerable complexity. Ability to analyze and evaluate accounting problems. Ability to make sound decisions based on established policies and procedures. Ability to establish and maintain effective working relationship with school administrators, banking officials and the public. Ability to communicate well, both orally and in writing. Ability to plan and supervise the work of subordinate staff. Bilingual/biliterate preferred.

### **Education, Experience and/or Certification/License Requirements**

Graduation from an accredited college or university with a Bachelor's degree in Accounting. Considerable experience in professional accounting work. Certified Public Accountant preferred.

### **Work Context:**

Requires sitting and some standing, walking, and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the System. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts, and with the public.

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### **Physical Environment:**

Requires working indoors in environmentally controlled conditions. Requires sitting for most of the day, and the ability to lift, carry, move, and position objects infrequently weighing up to 20 pounds.

### **Local Code:**

9000

### **EEO5:**

6

### **Approval Date:**

**Date Last Revised: 04/11/2022**

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.