

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ASSISTANT COMPTROLLER

QUALIFICATIONS:

- (1) Bachelor's degree in accounting, business, management or a related field.
- (2) Minimum of three (3) years of experience in school finance, auditing, administration, or public budgeting
- (3) Experience in using computer equipment and in determining needs for continuing software development.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read and interpret Internal Revenue Service rules, retirement regulations, and related rules and regulations relating to payroll preparation. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Knowledge of and skill in spreadsheets and other mainframe applications. Ability to work independently. Effective oral and written communication skills. Possess good mathematical skills.

REPORTS TO:

Assistant Superintendent for Business Services

JOB GOAL

To provide payroll and accounting services to all district schools and departments in the most accurate, efficient and timely manner.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Directs and coordinates payroll processing.
- * (2) Supervises the preparation of W-2s, 1099s, and the central payroll records and supporting documents.
- * (3) Coordinates the processing and accounting for payroll deductions for all insurance, income protection, tax sheltered annuities, dues, charitable contributions, and the cafeteria plan.
- * (4) Responsible for coordinating requests by auditors in a timely and efficient manner.

- * (5) Assists the Assistant Superintendent for Business Services as needed in inputting general ledger entries to record each payroll and the accompanying necessary fund transfers.
- * (6) Assists the Assistant Superintendent for Business Services in the development and preparation of the annual school district budget and the Superintendent's annual financial report as well as the annual cost report.
- (7) Perform other duties as assigned.

Employee Qualities/Responsibilities

- * (8) Maintains confidentiality regarding all matters related to assignment.
- * (9) Participates in workshops and training sessions as required.
- * (10) Maintains work area in a safe and secure manner.
- * (11) Provides for positive communication among staff.
- * (12) Models and maintains high ethical standards.
- * (13) Follows attendance and proper dress rules as required.

System Support

- * (14) Ensures that School Board policies and governmental regulations are consistently applied to assignment.
- * (15) Assists and/or direct the investigation of errors and complaints.
- * (16) Assists the Assistant Superintendent for Business Services with required reports.

*Essential Performance Responsibilities