



Dir 7 DD / Acctg & ALIO Admin

Purpose Statement

The job of Dir 7 DD / Acctg & ALIO Admin is done for the purpose/s of providing support to department activities under the direction of the Business Administrator with specific responsibility for ensuring that overall fiscal policies, practices and/or regulations meet compliance requirements; maintaining accurate account balances; formulating policy; and providing financial information, guidance and recommendations to the department administration, Superintendent, Board, and/or regulatory agencies.

This job reports to Business Administrator

Essential Functions

- Administers systems related to district LAN and WAN (e.g. ALIO, TES, etc.) for the purpose of ensuring availability of services to authorized users.
- Assists auditors for the purpose of providing requested supporting documentation, information on internal processes, and/or coordinating activities in support of the audit process.
- Collaborates with other administrative personnel and/or outside agencies (e.g. other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs in accordance with established financial policies, practices, laws and/or regulatory guidelines.
- Communicates with district staff financial timelines (e.g. close outs, audits, etc.) for the purpose of coordinating expenditures within established guidelines.
- Compiles financial data for the purpose of providing third-party reporting; developing budget recommendations; providing financial summaries to other personnel, and/or ensuring compliance with established guidelines.
- Conducts internal audits of District funds for the purpose of ensuring district programs and operations are complying with district policies.
- Coordinates a wide variety of accounting projects (e.g. database development, financial reporting, grant reports, etc.) for the purpose of providing required guidance and support.
- Develops reporting processes, procedures and internal controls (e.g. fixed asset policy development, state regulations and requirements, etc.) for the purpose of maintaining the efficient flow of financial processes.
- Implements accounting procedures for the purpose of providing internal financial controls throughout the organization and ensuring compliance with established accounting practices and all applicable regulatory requirements.
- Installs/Directs network (client and server) software on a variety of platforms (e.g. service packs, application software, etc.) for the purpose of upgrading and maintaining District systems.
- Maintains manual and/or electronic files and records (e.g. fund balances, reserves, appropriations, expenditures, income, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.
- Monitors expenditures against budget and/or a wide variety of account information for the purpose of ensuring the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices and regulatory requirements.

- Oversees assigned work activities and/or projects for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs duties of Business Manager in his/her absences for the purpose of ensuring that information is shared or acquired and decisions can be made in a timely fashion.
- Prepares a wide variety of finance-related documents (e.g. reports, operating recommendations, policies, CAFR annual report, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents a wide variety of financial and reported information (e.g. accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provides technical expertise and direction to staff and administration regarding accounting issues for the purpose of conveying pertinent information regarding the organizations financial operations and ensuring compliance with established policies, practices and regulatory requirements.
- Reconciles fiscal information and account balances for the purpose of verifying accuracy of information, maintaining accurate balances and complying with accounting practices.
- Researches a wide variety of financial and administrative topics for the purpose of providing information and/or recommendations that impact the organizations operations.
- Responds to inquiries from a wide variety of internal and external sources (e.g. administration, staff, school site personnel, insurance companies, government agencies, outside vendors, etc.) for the purpose of providing information, technical assistance, direction and/or appropriate referrals.
- Reviews financial reports, receipts, disbursement records, and computer printouts for the purpose of making corrections and ensuring accuracy and completeness.
- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.
- Serves as Risk Manager for the purpose of handling the district's insurance and workman's compensation policies and procedures.
- Supervises accounting department personnel (e.g. proper receipt and disbursement of funds, proper coding, issuance and distribution of warrants, etc.) for the purpose of organizing work assignments, monitoring progress, and ensuring completion within established guidelines.
- Trains department staff regarding proper accounting practices for the purpose of ensuring compliance with generally accepted accounting principles.
- Troubleshoots malfunctions of software applications within the District's local and wide area networks for the purpose of resolving operational issues and restoring services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Continuing Educ. / Training

CPA state license periodic training in state and school finance

Certificates and Licenses

CPA state license

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Lane 6