

Wentzville R-IV School District
Position Description
Locator: 1.12

Position Title: Director of Accounting
Reports To: Chief Financial Officer

SUMMARY

Assists the Chief Financial Officer (CFO) in the task of maintaining the most efficient and effective program of business services for the school district.

QUALIFICATIONS/REQUIREMENTS

BS in Accounting and a minimum of three years of appropriate accounting experience preferred. Thorough knowledge and experience with business technology systems and applications required. Missouri school district business office experience preferred.

ESSENTIAL JOB DUTIES

- Supervises the Business Office operations of the school district, including A/P, Benefits and Payroll.
- Manages the day-to-day operations of the Business Department.
- Assists with developing, monitoring, analyzing and maintaining the district financial budget in all major revenue and expenditure areas.
- Conducts necessary accounting procedures for monitoring the budget and makes appropriate reports to the CFO.
- Oversees the receiving and recording of all funds received by the district.
- Supervises the maintenance of payroll records for the district personnel including tax withholding, retirement, and social security reports and directs the preparation and delivery of payroll checks.
- Conducts the district's banking which includes account balance monitoring, cash flow planning, and investing.
- Prepares all financial records and other reports as may be required.
- Prepares financial reports for the Board of Education.
- Assists in the preparation of application for and reports related to the receipt of state and federal funds.
- Represents the district at appropriate state and local meetings.
- Attends meetings of the Board of Education, as required.
- Coordinates the annual audit by the Board's CPA firm.
- Approves Purchase Orders.
- Supervises monitors and maintains the district's financial accounting and data processing system.

Wentzville R-IV School District
Position Description
Locator: 1.12
Page 2

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the CFO/designated administrator.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Director of Accounting shall be employed on a twelve-month basis with four weeks of vacation. Salary for the position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.