**Job Description:** Provides support to the Assistant Superintendent for Finance/CSBO in the areas of financial reporting, account auditing, analysis, and cash management

**Reports to:** Assistant Superintendent for Finance/CSBO

**Calendar:** Full Time 12 Month District Employee

**Employee status:** Educational Support Personnel (non-exempt)

**Qualifications:**
- Bachelor’s degree in accounting or equivalent, CPA a plus
- Strong knowledge of accounting required
- Three years of relevant experience in school business office preferred
- Proficiency in Microsoft Excel and Google Sheets.
- Knowledge of Skyward financial software a plus
- Strong organizational and oral/written communication skills
- Excellent detail-oriented skills

**Performance Responsibilities:**
- Perform and maintain the district’s bank reconciliations
- Oversee bank processes and revenue collections
- Perform journal entries as needed
- Assists with the preparation of monthly and annual financial reports
- Enter and audit cash receipts
- Provides general ledger account analysis and special projects as assigned
- Maintains records of the capital additions and deletions for financial reporting
- Assists with fiscal year audit responsibilities
- Back-up for other business office roles as needed
- Responsible for Certificate of Insurance requests and maintenance
- All other tasks as assigned

**Application Process:**
All external candidates should apply online and internal candidates should submit a letter of interest to Dan Stanley, Assistant Superintendent for Finance/CSBO. **Screening of applications will begin immediately.**

Visit our website at [www.d128.org](http://www.d128.org) for application information.

District 128 is an Equal Opportunity Employer