

CANTON PUBLIC SCHOOL DISTRICT JOB ANNOUNCEMENT

ASSISTANT DIRECTOR OF BUSINESS AND FINANCE

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business (emphasis in Accounting) **and** related work experience
- Knowledge of state and federal purchasing regulations
- General knowledge of budgeting and governmental accounting
- Required skills in leadership and supervision
- Auditing/monitoring experience preferred
- Excellent analytical, problem solving, interpersonal and oral/written communication skills
- Proficiency in use of Microsoft Office and/or other office programs
- Experience working with school accounting software
- Ability to manage time, multitask and work under pressure, if needed, to meet deadlines
- Ability to work independently and use independent judgment
- Ability to maintain exemplary attendance and punctuality and be available to work additional hours, as needed
- Ability to handle sensitive and confidential information responsibly and with integrity
- Ability to exhibit professionalism at all times

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform initial review of purchase requisitions for accuracy, completeness, reasonableness, compliance and proper documentation
- Reconcile bank statements and monitor fund/cash balances monthly
- Prepare monthly journal entries
- Prepare monthly requests for funds
- Assist with performance of year-end closing procedures and preparation of year-end financial statements
- Assist with preparation of annual budget, budget amendments and long range financial planning
- Supervise payroll functions daily
- Supervise other business office functions as needed
- Prepare 941 quarterly tax return
- Manage activity fund transactions and complete monthly activity fund reports
- Prepare all supporting information for annual financial audits and serve as liaison for all audit engagements
- Develop internal audit functions and oversee internal operating controls, processes and practices
- Update Business Office Procedural Manual annually
- Verify/monitor time and attendance of central office employees
- Attend Board meetings as required
- Perform other tasks as assigned by Director of Business and Finance or Superintendent

REPORTS TO: Director of Business and Finance

LENGTH OF EMPLOYMENT: 12 months

EMPLOYMENT STATUS: Exempt

SALARY: Based on School District Salary Schedule

CLOSING DATE: Open until filled