

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Assistant Director of Accounting Services	
<i>Supervisor:</i> Director of Accounting Services	<i>Classification:</i> Salary, Non-Represented
<i>Days/Months:</i> 12 months	<i>Grade:</i> 8

Job Summary

The assistant director of accounting services is deputy to the director of accounting services, and as such, performs a full range of complex accounting, technical, financial, supervisory, management, and administrative duties and provides overall planning, coordination, and accountability for large, complex projects, in compliance with laws, regulations, authoritative literature, and policies.

Essential Job Functions

Schedules, assigns, directs, coordinates, oversees, and reviews the work for the following functions: accounts payable, p-Card administration, capital assets, and general ledger including cash reconciliations, cashiering, internal/external financial reporting and functional liaison with ERP software vendor.

Acts as the director of accounting services in his/her absence.

Prepares and maintains reconciliations, allocations, balancing operations, accounts maintenance functions, analyses, reports, statements, databases, spreadsheets, and work papers. Schedules and performs other accounting tasks and special projects for both internal and external purposes.

Identifies and interprets financial, technical, and other information and ensures data integrity through self-audit, analyses, and review.

Performs, or assists with coordination, oversight, and review of fiscal year-end accounting and closing tasks, audit preparation, the annual financial and single audits, and preparation of the annual financial statements and reports.

Interviews, selects, trains and cross-trains, directs, supervises, and evaluates subordinate staff in accordance with district policies and procedures.

Prepares and presents formal training and information sessions.

Serves as project manager for large and small scale projects as required, including planning, budgeting, resource allocation, procurement, implementation, training, district-wide communications, and project debriefing.

Stays current on developments and authoritative changes affecting the district's accounting and other financial activities.

Assists the director with research, interpretation, application, and implementation of authoritative directives to which the district is subject. Monitors new governmental accounting and financial concepts and techniques.

Provides expert accounting, financial, and management advice to the director of accounting and chief operations officer as needed.

Troubleshoots and maintains the district's financial systems for the accounting function.

Supervises and/or trains district staff in the use of the district's financial systems.

Makes recommendations and participates in the formulation and implementation of department goals, objectives, policies, and procedures and of district-wide financial policies and procedures.

Responds to financial and accounting related inquiries.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Computer, ten-key adding machine, printer, fax machine, copy machine, and scanner.

Independent Decisions

Significant independent decision making required in areas of financial reporting, auditing, and accounting procedures.

Primary Working Contacts

All levels of district management and staff; federal, state, and local agencies; bank; vendors; auditors; and professional organizations.

Responsibility for Cash, Equipment, Safety

Responsible for district cashier office including receipt and deposit of all district revenue.

Supervision Received and Exercised

Works under the director of accounting services. Supervises level II accountants and the cashier.

Unusual Working Conditions

None.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Bachelor's degree in accounting.
2. Minimum of five (5) years of recent professional accounting and/or financial auditing experience in positions of progressive responsibility and authority and at increasingly more complex levels of demonstrated proficiency and scope.
3. Two (2) years of supervisory experience.
4. Must have general ledger experience and internal and external financial reporting experience.
5. Knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) relating to accounting, auditing, grants, and other compliance areas.
6. Must have an understanding of internal controls and ability to incorporate appropriately into the workplace.
7. Knowledge of governmental accounting standards.
8. Must have recent experience using electronic spreadsheets and word processing software.
9. Must be accurate and proficient at data entry/typing and be able to use a 10-key calculator accurately, preferably by touch.
10. Must have a verifiable background in large multi-user automated ERP systems.
11. Must have recent extensive and verifiable analytical experience and demonstrated ability to perform complex analyses using a sophisticated, integrated financial management system with knowledge and judgment of inter-relationships of financial data and other information.
12. Demonstrated supervisory, planning, problem solving, and decision-making skills and the ability to plan, coordinate, and direct work of subordinate staff.
13. Ability and temperament to contemporaneously organize, prioritize, coordinate, oversee, manage, and perform multiple functions, projects, and tasks, whose priorities change frequently. Ability to perform these work activities accurately, efficiently, and timely with minimal direction, sometimes under stressful situations and short deadlines.
14. Ability to understand and interpret federal, state, and local laws and regulations; contracts and other legal documents; and other authoritative sources relevant to school district accounting, grants, payroll, and accounts payable.
15. Demonstrated integrity, leadership, and maturity and the ability to maintain confidentiality.
16. Ability to use independent judgment in applying guidelines to varied situations.
17. Must be able to communicate courteously, professionally, clearly, and concisely, both verbally and in writing.

The following are preferred:

1. Certified Public Accountant certificate.
2. Experience in the following areas is preferred: governmental accounting, governmental purchasing, encumbrance accounting, grants accounting and compliance and single audits, management of a (governmental) accounting or finance office, payroll, capital assets, accounts payable, and cash reconciliations.
3. Cross training or experience in any of the following functions is desirable: information technology, financial auditing, governmental finance, electronic procurement and payment processing, human resources and labor contracts, banking services, accounts receivable, and cash handling.
4. Experience with recent versions of the Microsoft Office suite (Excel, Word, Outlook, PowerPoint, Access, and Publisher) and Adobe Acrobat Pro.
5. Automated accounting system experience in a governmental or large-sized entity is desirable.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.