

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: **Director of Accounting & Budgeting (M70)** Lane Placement: 6
Department / Location: Accounting, Budgets & Audits FLSA Classification: Exempt
Supervisors Title: Business Administrator Contract: 242 Days
Original date: 04/85 Revised: 03/92 Revised: 09/09 Revised: 01/15 Revised: 07/17
Revised: 07/18 Revised: 7/25 Revised: _____ Revised: _____

GENERAL FUNCTION

The **Director of Accounting and Budgeting** will be responsible for providing leadership and direction in the operation of the accounting, budgeting and accounts payable department.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Manage the operation of the Accounting, Budgets and Audits Department to ensure compliance with Board goals, policies, and guidelines.
- Responsible for the preparation of District financial and annual budget reports.
- Manage budget allocations and furnish budget reports and supporting documents to each school and department within the District and all local, state, and federal programs receiving budgetary allocations.
- Direct the fiscal control of the District and maintain accurate records as they apply to:
 - Financial accounting
 - Budgetary accounting
 - Receipts and revenue accounting
 - Payroll accounting
 - Inventory accounting
 - School lunch accounting
 - Assist in the annual external audit completed in the District.
- Coordinate all Business Accounting and Business Systems processing functions with the Utah State Board of Education.
- Monitor and report on the financial status of state and federal programs and to assure compliance with various state and federal regulations pertaining to business operations.
- Assist the business administrator with any projects or needs.
- Interpret and disseminate departmental information to employees and respond to their problems and concerns as required.
- Assign, supervise, and evaluate personnel and to administer personnel policy and guidelines that apply to the department.
- Plan and direct in-service and staff development activities pertaining to the Accounting, Budgets and Audits Department.
- Utilize the District legal counsel as appropriate.
- Provide direction in developing short and long-range planning procedures and to implement short and long-range planning procedures as they become functional.
- Provide the necessary management systems as needed.
- Assure professional growth and personal development in budgeting and accounting by active participation in appropriate professional groups.
- Travel throughout the District and outside the District as needed. Will use personal vehicle to travel to locations.
- May respond to after hour or emergency situations as needed.
- Assist in the management of District funds with sound investment practices.

- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Bachelor's degree in accounting, finance, business or related field PLUS a minimum of seven (7) years of accounting related work experience, or an equivalent combination of education and experience.
- Requires a Certified Public Accountant (CPA) designation.
- A Master's degree in related field is preferred.
- One year of supervisory experience required.
- Experience with public education finances and budgets highly preferred.
- Requires a strong knowledge of laws and regulations related to governmental accounting, budgeting and auditing fields.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively present information and respond to questions from principals, directors, executive administration, employees or the general public.
- Demonstrated expertise in computer programs, including Microsoft Word, Excel, Access, Skyward, etc.
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.
- Demonstrated competence in being proactive, motivated, organized and results-oriented within a fast-paced, highly demanding environment.
- Requires excellent communication skills both oral and written.
- Requires ability to plan, organize, implement and budget.
- Requires a valid driver's license to legally operate a motor vehicle in Utah.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, i.e. computer, phone, fax, copier, ten-key.

Physical Requirements – Not limited to the following:

- Requires ability to lift a minimum ten pounds.
- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.

- Primarily an office environment with regular visits to school sites. Some stress may occur from meeting the various deadlines associated with the position. Incumbent should expect to deal with frequent interruptions, situational problem solving, issues related to personnel and needs prioritization.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*