

JOB DESCRIPTION

POSITION TITLE: Assistant Director, General Ledger	JOB CODE: 465B
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Annual
DEPARTMENT: Accounting Services	WORK DAYS: 238
REPORTS TO: Director, Accounting Services	PAY GRADE: Rank C (NK03)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages, supervises, plans and evaluates the General Financial Accountant and Grant Accountant positions. Oversees asset, liability, and expense transactions within the General Ledger; oversees the monthly and annual close of the General Ledger; designs and manages critical variance and other analytical reports focused primarily on the General Ledger; serves as the key liaison between Accounting Services and the external auditors during fieldwork; oversees the calculation and compilation of the Comprehensive Annual Financial Report; takes responsibility for certain mandatory Department of Education filings	

REQUIREMENTS:

1.	Educational Level: Bachelor’s Degree with Accounting (Major) required
2.	Certification/License Required: None
3.	Experience: 3 years of accounting experience; supervisory experience preferred; governmental accounting experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; work independently; strong analytical ability; strong organization and computer skills, including MS Word and Excel, Adobe Professional, and Accounting Information Systems (AIS); strong understanding of accounting concepts and functions

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Manages and supervises the Financial Accounting Manager and Grant Accounting Manager; responsible for completing staff annual evaluations.
3.	Prepares, develops, maintains, reviews, and delivers several critical variance and other analytical reports focused primarily on the General Ledger; prepares, develops and maintains certain audit work papers and reports. Researches and analyzes transactions within the General Ledger and other accounts; determines necessary accounting journal entries; approves grant-related transactions
4.	Serves as the manager within Accounting Services for the monthly and annual close of the General Ledger. Communicates all monthly and annual close general ledger information to all financial services staff.
5.	Serves as key liaison between Accounting Services and the external auditors during fieldwork.
6.	Works collaboratively with Department Director on the design of the Comprehensive Annual Financial Report, oversees the calculation and compilation of the Comprehensive Annual Financial Report.
7.	Compiles certain mandatory Department of Education filings, such as the annual DE046 State of Georgia upload and any other mandatory upload of accounting information.
8.	Prepares, develops, and analyzes quarterly Board report for Director of Accounting Services to present to Chief Financial Officer.
9.	Serves as a back-up to the Financial Accounting Manager and Grant Accounting Manager.
10.	Participates in professional growth to keep abreast of current and emerging accounting technical issues; researches and evaluates new accounting methodologies and procedures
11.	Trains the Financial Accounting Manager, Grant Accounting Manager and other Accounting Services staff on the functions of the General Ledger, year-end processes and the external audit.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____