

EMPLOYEE NAME: _____

Created: 7/14; Revised: 6/18; 8/18

JOB DESCRIPTION

POSITION TITLE: Director, Capital Projects Accounting & Accounts Payable	JOB CODE: 465A
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Capital Projects Accounting & Accounts Payable	WORK DAYS: 238
REPORTS TO: Chief Financial Officer	PAY GRADE: Rank A (NK01)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Directs all capital outlay accounting, budgeting, auditing, and financial reporting activities for the Cobb County School District; directs all accounts payable functions for the Cobb County School District.	

REQUIREMENTS:

1.	Educational Level: Bachelor's Degree in Business Administration, Management or Accounting required; Master of Business Administration preferred
2.	Certification/License Required: None
3.	Experience: 5 years of accounting experience; Supervisory experience required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; accounting, financial management, strong leadership and interpersonal skills; planning and organizational abilities

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.	Supervises and evaluates Accounts Payable and Capital Projects staff.
3.	Coordinates the payment of all payables insuring accurate payment and distribution; coordinates the payment of vendors through ePay to include recruitment of vendors for ePay Program; coordinates state capital outlay entitlement reimbursement submittals; coordinates preparation and timely issuance of IRS 1099 forms; coordinates technology changes to include application, enhancements, upgrades, installments, and training.
4.	Performs data analysis to respond to audit requests, open record requests, Board requests, and management requests for use in budget, planning, and compliance.
5.	Oversees and monitors capital outlay budgets for all construction projects, architectural fees, land acquisition, furniture, equipment and technology project purchases.
6.	Assists management in development of budgets for SPLOST, Countywide Building Fund, and other capital outlay funds received for the district.
7.	Provides financial support and guidance to administrators with capital outlay spending authority, including but not limited to SPLOST Executive Director, Director of Construction, Director of Project Services, school principals, construction managers, program managers, bookkeepers, and department heads.

8.	Recommends approval for pay requisitions and purchase orders for contractors, architects, and other capital project expenditures.
9.	Responsible for design and preparation of the Capital Outlay/SPLOST weekly administrative reports and quarterly Board report.
10.	Prepares cash flow projections for SPLOST funds for management's review and use.
11.	Responsible for preparation of SPLOST/Capital Outlay sections of Budget Document and CAFR.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____