



EMPLOYEE NAME: _____

Revised: 7/85; 9/85; 2/86; 10/87; 11/89; 8/90; 9/91; 5/92;
 2/93; 5/93; 11/94; 2/96; 1/98; 6/99; 1/03; 9/07; 6/12; 10/12; 4/13;
 7/14; 7/15; 6/18; 10/18; 1/20; 5/21

JOB DESCRIPTION

POSITION TITLE: Director, Local School Accounting & Internal Compliance	JOB CODE: 465A
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Local School Accounting & Internal Compliance	WORKDAYS: 238
REPORTS TO: Chief Financial Officer	PAY GRADE: Rank A (NK01)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Directs all Local School Accounting and Internal Compliance functions for the Cobb County School District.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s Degree in Business Administration, Management or Accounting required; Master’s Degree preferred
2.	Certification/License Required: Current Certificate of Public Accountancy (CPA) preferred
3.	Experience: 5 years 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.	Directs functional areas, operations, and staff within Local School Accounting and Internal Compliance.
3.	Identifies internal control strengths and weaknesses in central office and school operations; presents recommendations for improvement to administration; identifies needed improvements in operational efficiency and business practices in central office departments and school operations; presents recommendations to administration for implementation.
4.	Prepares annual risk assessment document for Local School Accounts audits; coordinates the scheduling of the Audit Outsourcing Services audit staff and analyzes results of the outsourced audit work, including findings, conclusions, Principal Action Plans and recommendations; prepares annual Local School Audit report for the entire District. Conducts periodic internal reviews or audits, including daily review of daily purchase card transactions, for risk of fraud and procedural compliance; assesses compliance or operational risks and develops strategies to ensure adherence to District Administrative Rules and District procedures.
5.	Oversees the financial operations of the local schools and their After School Programs to ensure compliance with procedures, internal controls, and financial efficiencies; reports to School District administration regarding internal audit activities as needed; approves revisions of Local School Accounting Standard Operating Procedures, and After School Program procedures; communicates these revisions to central office and school administration.
6.	Oversees the development of materials and training delivered to school Bookkeepers on activity accounting software, Local School Accounting Standard Operating Procedures, Chart of Accounts and MyPaymentsPlus software for online payments.
7.	Reviews and approves all travel and other expense reimbursements to Board Members, Superintendent, and Executive Cabinet members.

8.	Conducts administrative financial training throughout the District as needed; performs special projects at the direction of Board Members, Superintendent, and the Chief Financial Officer.
9.	Coordinates with Procurement Services Department, at time of renewal, participation in the Request for Proposal process for solicitation of an external audit firm to complete compliance audits of Local School Student Activity Funds for the purpose of ensuring compliance with applicable District financial policies and written department procedures, CCSD Board Policies and Administrative Rules, and applicable Georgia law governing public schools, in compliance with Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (Yellow Book). Coordinates audit work with the external auditors to provide any needed assistance and documentation.
10.	Attends professional seminars and reviews technical literature to stay abreast of governmental accounting and auditing standards.
11.	Maintains the highest level of confidentiality and exercises professional judgment in all matters of Internal Compliance.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____