



EMPLOYEE NAME: _____

Revised: 5/91; 10/92; 2/93; 6/93; 11/94; 12/97; 1/98; 8/01; 6/04; 7/12;
10/12; 6/18; 6/19

JOB DESCRIPTION

POSITION TITLE: Assistant Director-Cash Management	JOB CODE: 465B
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory
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 Food Service Accounting Manager, Accounts Receivable Manager, and General Accountant positions; oversees all assigned duties related to revenue accounting/financial reporting. Manages all cash management activities for the District.	

REQUIREMENTS:

1. Educational Level: Bachelor’s Degree in accounting or Finance required
2. Certification/License Required: None
3. Experience: 3 years of accounting experience; Experience preferred in school district financial statement audits and audits of States, Local Governments, and Non-profit Organizations relating to Circular Number A-133 pursuant to the Single Audit Act of 1984; Supervisory experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication skills; works independently; excellent accounting and analytical skills; excellent supervisory, organizational, and interpersonal skills

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 Food Service Accounting Manager, Accounts Receivable Accountant and General Accountant; responsible for completing staff annual evaluations.
3. Approves journal entries over \$100,000 posted to the MUNIS accounting system.
4. Manages closing the fiscal year’s financial records for the School District by preparing revenue accruals. Prepares bank audit confirmation letters as requested by the external auditors and obtains the appropriate signatures. Serves as the District liaison in obtaining information and answering questions for external auditors related to revenue. Prepares audit work papers and accounting data for the external auditors related to revenue.
5. Assists Director of Accounting and Chief Financial Officer with conducting special assignments as needed, including, but not limited to preparation of the annual Comprehensive Accounting Financial Report (CAFR) for submission to the Government Financial Officer Association and Association of School Business Officials, annual budget, etc. Reconciles budget data with accounting data.
6. Oversees the annual State of Georgia unclaimed property function by managing the position who is responsible for filing the report as required by State law.
7. Establishes and maintains the administrative framework which formally describes the policy and procedural requirements for the cash management program, including, establishing and maintaining appropriate records to control and manage invested funds. Maintains cash and investment logs.
8. Manages the daily banking operations of all the District bank accounts. Evaluates cash flow needs to ensure adequate funds are available to cover checks. Establishes and maintains adequate level to collateralize based on market value to protect Cobb County School District from bank failure and possible loss of the district funds. Provides investment guidance and banking services assistance to local school administrators.
9. Establishes and maintains procedures to ensure that proper banking documentation is received and filed with each investment. Prepares authorized signature documentation for all school and District bank accounts. Prepares

requests for proposals and conducts competitive bidding for banking services; coordinates banking services with banking personnel and other Cobb County School District financial personnel.

10. Prepares and monitors revenue projections for annual and long-term budgets. Informs management of significant changes in projections so that corrective action may be taken.

11. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____