



EMPLOYEE NAME: _____

Created: 12/12 Revised: 6/18; 11/19;12/21

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Capital Project Accounting	JOB CODE: 465B
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Capital Project Accounting and Accounts Payable	WORK DAYS: 238
REPORTS TO: Director, Capital Project Accounting and Accounts Payable	PAY GRADE: Rank C (NK03)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists the Director of Capital Project Accounting and Accounts Payable; assumes primary responsibility for the Capital Project Accounting staff and operations.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required
2.	Certification/License Required: None
3.	Experience: 5 years of experience in accounting; supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer technology; analytical skills; math aptitude

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 evaluates the Capital Projects Accounting staff.
3.	Coordinates the payment of all SPLOST payables, insuring accurate payment and distribution.
4.	Coordinates technology changes to include application, enhancements, upgrades, installments, and training.
5.	Acts as a liaison between Capital Projects Accounting and SPLOST, vendors, schools, and other district personnel.
6.	Coordinates the preparation of all SPLOST budget adjustments.
7.	Coordinates SPLOST/Capital Outlay sections of Budget Document and Comprehensive Annual Financial Report.
8.	Performs data analysis to respond to audit requests, open records requests, Board requests and management requests for use in budgeting, planning, and compliance.
9.	Establishes adequate procedures and controls and documenting the processes for SPLOST Accounting.
10.	Oversees the purchases and disposals of land, buildings, building and site improvements, CIP, intangible assets, textbooks, and donated assets in the Capital Asset system.
11.	Manages the Capital Project Accounting Department and assumes the responsibilities of the Director when the Director is out of the office.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____