



EMPLOYEE NAME: \_\_\_\_\_

Revised: 1/04; 6/04; 9/10; 2/11; 10/12; 12/12; 6/18; 8/18

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Director, Accounting Services	<b>JOB CODE:</b> 465Z
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Prof/Supervisory Support Annual
<b>DEPARTMENT:</b> Accounting	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Chief Financial Officer	<b>PAY GRADE:</b> Rank A (NK01)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Directs accounting 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: None
3.	Experience: 5 years of accounting experience; Supervisory experience also 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 organization 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.	Hires, supervises, and evaluates accounting staff. Directs all functions and staff regarding cash management, grants accounting, food services accounting, bank reconciliations, general ledger, accounts receivable, and procurement card.
3.	Monitors revenues, expenditures, and encumbrances for all funds. Prepares year end accruals in accordance with state regulations.
4.	Serves as technical advisor for users of internal financial reports. Corresponds with other school districts regarding financial reporting procedures.
5.	Prepares and proofreads all sections of the Comprehensive Financial Report (CAFR). Supervises the accounting year end close procedure including oversight of all work papers and trial balances for external auditors. Directs design work and printing of CAFR. Oversees the maintenance of CAFR mailing list, distributes CAFRs to interested individuals, and provides internet access to the CAFR.
6.	Corresponds with other school districts regarding financial reporting procedures. Notifies Technology Services of any EDP problems or desired changes in programs.
7.	Reviews and approves all wire transfers. Reviews and approves all journal entries, deposits, inter-department transfers, etc. prior to data entry. Authorizes various cash and investment transactions and serves as backup cash manager.
8.	Monitors reconciliations of accounts receivable manual ledgers to Advantage.
9.	Ensures adherence to journal entry procedures and close-out procedures. Prepares all state financial reports.

10.	Attends professional seminars and reviews technical literature to stay abreast of developments in governmental accounting. Reviews and updates department's procedure manuals.
11.	Coordinates the accounting function for the Cobb County Public Schools Foundation.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_