



EMPLOYEE NAME: _____

Created: 03/23; Revised: 5/23

JOB DESCRIPTION

POSITION TITLE: Local School Accounting & Internal Compliance Specialist	JOB CODE: 466E
DIVISION: Financial Services	SALARY SCHEDULE: Prof/Super Support Annual
DEPARTMENT: Local School Accounting & Internal Compliance	WORKDAYS: Annual Administrative Employees
REPORTS TO: Director, Local School Accounting & Internal Compliance	PAY GRADE: NK09 (Rank I)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists with Local School Accounting, Internal Compliance and ASP financial operations. Provides daily customer service to administrators, school Bookkeepers, and After School Program staff. Assists local schools on-site with temporary Bookkeeping assistance in the absence of the school Bookkeeper, as needed. Assists with internal audit reviews and projects.	

REQUIREMENTS:

1.	Education Level: Bachelor’s degree or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor’s degree requirement.
2.	Certification/License Required: None
3.	Experience: 5 years of highly specialized school bookkeeping experience preferred.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills & Abilities: Strong school bookkeeping skills; EPES, MyPaymentsPlus, Eleyo, Munis and MS Office 365 proficiency (Excel, Word, etc.); Strong organizational, analytical, and interpersonal skills; strong verbal and written skills; ability to work independently and to provide school bookkeeping assistance on site at any Cobb County School as needed.

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.	Prepares monthly bank reconciliations and financial reviews of a limited number of schools to meet departmental schedules.
3.	Issues monthly management reports to school principals and Bookkeepers detailing the results of their monthly financial review of local school records and the improvements needed to be made; performs follow-up of monthly review recommendations so that school financial records are accurate and in accordance with procedures; performs the year-end close-out of the school accounting records and other year-end procedures.
4.	Interprets the Local School Accounting Standard Operating Procedures, Chart of Accounts, and After School Program Standard Operating Procedures for administrators, school Bookkeepers and ASP staff, as appropriate.
5.	Provides technical support to school Bookkeepers for local school accounting and online credit card software.
6.	Performs Bookkeeper visits to review local school accounting procedures. Conducts follow-up visits as needed.
7.	Assists local schools on-site with temporary Bookkeeping assistance in the absence of the school Bookkeeper, as needed.
8.	Provides customer service support regarding local school financial issues to all schools in District.
9.	Assists with training new department staff on Local School Accounting & Internal Compliance procedures.
10.	Assists with the daily local school Positive Pay file upload and reconciliation.

11.	Assists the Manager of Local School Accounting & Internal Compliance with providing After School Program software, financial and technical support related to the ASP financial operations.
12.	Assists Director of Local School Accounting & Internal Compliance with internal audit reviews and projects.
13.	Assists with the development and revision of forms/manuals used by the Bookkeepers and other District staff.
14.	Maintains a high level of confidentiality regarding all Local School Accounting & Internal Compliance matters.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____